

URZĄD MARSZAŁKOWSKI WOJEWÓDZTWA PODKARPACKIEGO W RZESZOWIE

Biuro „Oddział Programu Współpracy Transgranicznej
POLSKA-BIAŁORUŚ-UKRAINA 2014-2020 w Rzeszowie”

OT-I.041.4.2.2018.AW

Sprawozdanie

z wykonania kontraktu IPBU.04.01.00-00-016/16-00 na utworzenie i prowadzenie

polskiego Oddziału Programu Współpracy Transgranicznej

POLSKA-BIAŁORUŚ-UKRAINA 2014-2020 z siedzibą w Rzeszowie

- Service Contract IPBU.04.01.00-00-016/16-00

„Establishing the Branch Office of the ENI Cross-border Cooperation Programme

Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland”

Rzeszów, 15 maja 2018 r.

Informacje ogólne

Polski oddział Programu Współpracy Transgranicznej POLSKA-BIAŁORUŚ-UKRAINA 2014-2020 został utworzony 12 grudnia 2016 r. wraz z podpisaniem przez Ministerstwo Inwestycji i Rozwoju (Instytucję Zarządzającą) oraz Województwo Podkarpackie (Wykonawcę) 14-miesięcznego kontraktu na utworzenie i prowadzenie tego oddziału (Service Contract IPBU.04.01.00-00-016/16-00 „Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland”). Oddział obejmuje swoim oddziaływaniem Polskę Wschodnią tj. woj.: podlaskie, lubelskie, podkarpackie i podregion ostrołęcko-siedlecki województwa mazowieckiego. Merytorycznie podlega pod Wspólny Sekretariat Techniczny PL-BY-UA w Centrum Projektów Europejskich w Warszawie, natomiast organizacyjnie działa w strukturach Urzędu Marszałkowskiego Województwa Podkarpackiego jako biuro/komórka równorzędna.

Zgodnie z zasadami kontraktu, oddział zatrudnia 3 ekspertów (kierownika i 2 *junior experts*) wyłonionych spośród pracowników urzędu wg. unijnych zasad naboru na ww. stanowiska. Kontrakt nakłada także na Wykonawcę obowiązek zapewnienia obsługi sekretarskiej, administracyjnej, prawnej i innej niezbędnej do funkcjonowania biura, dlatego też ze środków kontraktu opłacane są wspomniane dodatkowe usługi.

Budżet kontraktu

Pełny budżet kontraktu obejmował kwotę **190 900 EUR** i składał się z 3 linii budżetowych:

1/ koszty utworzenia i utrzymania biura, w tym wynagrodzenia (Fees): 106 400 EUR

2/ wydatki zadaniowe (Incidental Expenditures): 81 500 EUR

3/ koszty obowiązkowego audytu zewnętrznego (Expenditure Verification): 3 000 EUR

Ad 1.

Koszty utworzenia i utrzymania biura (Fees) naliczane są według ilości osobodni wypracowanych przez ekspertów. W okresie 14-miesięcznego kontraktu eksperci Biura wypracowali łącznie 687 osobodni, co przyniosło Wykonawcy kwotę: 87 780,00 EUR (369 308,02 zł liczone po kursie InforEuro z kwietnia 2018 r.). Kwota ta została wydatkowana w następujący sposób:

52 737,62 zł – remont i wyposażenie biura,
256 063,58 zł – wynagrodzenia (3 ekspertów i 3 osób obsługi: księgowość,
sekretariat, sprzątanie) wraz z pochodnymi,
1 839,32 zł – opłaty telekomunikacyjne,
1665,00 zł – usługi tłumaczeniowe,
oraz inne wydatki związane z bieżącym funkcjonowaniem biura.

W tej linii budżetowej, czyli środków przeznaczonych na utrzymanie biura na koncie kontraktu na rzecz Województwa Podkarpackiego pozostało jeszcze ok. 18 000 zł.

Ad 2.

Wysokość poszczególnych wydatków zadaniowych jest każdorazowo zatwierdzana przez Wspólny Sekretariat (WST) Programu. W trakcie realizacji kontraktu, lista zadań zleconych do realizacji uległa skróceniu w związku z decyzją Wspólnego Komitetu Monitorującego o zmianie harmonogramu naboru projektów w ramach Programu i idącą w ślad za tym decyzją WST o przesunięciu szkoleń i wydarzeń Programu na okres późniejszy. Dlatego też z zaplanowanych 81 500 EUR wydatkowane zostały 43 246,95 EUR. Niewydatkowane w tej linii budżetowej kontraktu środki wracają na konto IZ.

Ad 3.

Wykonanie kontraktu zostało poddane audytowi zewnętrznemu z wynikiem pozytywnym. Wynagrodzenie za przeprowadzenie audytu (Expenditure Verification) nie podlega negocjacji i wyniosło 3 000 EUR – zgodnie z zapisami kontraktu.

Raport finansowy i merytoryczny został złożony we Wspólnym Sekretariacie Technicznym zgodnie z terminem, tj. 12 kwietnia br. Ostateczna kwota rozliczenia będzie znana po zatwierdzeniu raportu przez IZ.

Zadania merytoryczne

Zadanie polegające na realizacji ww. kontraktu zostało przez Województwo Podkarpackie zrealizowane zgodnie z harmonogramem i budżetem nałożonym przez WST/IZ Programu. Efektem działalności Biura (polskiego oddziału Programu) w minionym roku było m.in.:

- zorganizowanie/współorganizowanie/wsparcie 26 wydarzeń: uroczystości podpisania kontraktu i otwarcia wyremontowanej siedziby Biura, Dnia Współpracy Europejskiej w sanockim skansenie (2 tysiące uczestników, koncert zespołu „MAZOWSZE”), Rocznej Konferencji Programu, EC Day School Competition (międzynarodowego konkursu dla szkół), szkoleń dla beneficjentów z zakresu naboru wniosków i zamówień publicznych, festiwalu „Karpaty Fest I” na Ukrainie, gali „Orłów Wprost” z nagrodami Programu, Summer Academies (kolonii letnich dla dzieci Polski, Białorusi i Ukrainy), uroczystości podpisania pierwszych umów grantowych, 14 InfoDays (zewnętrznych wydarzeń informacyjnych);
- przeprowadzenie badania potrzeb szkoleniowych beneficjentów i potencjalnych beneficjentów na grupie ponad 500 podmiotów;
- udzielenie 368 konsultacji beneficjentom i potencjalnym beneficjentom Programu (telefonicznych, mailowych, bezpośrednich);
- przygotowanie do druku 40-stronicowego rocznika Programu oraz kalendarza PBU na 2018 rok;
- przygotowanie do druku 14-stronicowego kalendarza Programu;
- przygotowanie do druku i zlecenie publikacji 9 ogłoszeń prasowych;
- przygotowanie/przetłumaczenie 45 materiałów na potrzeby strony internetowej Programu;
- przetłumaczenie ok.110 stron i korekta (proof-reading) ok. 276 stron dokumentów Programu;
- rozprowadzenie ok.1500 broszur i innych materiałów informacyjnych;
- złożenie w terminie następujących dokumentów: raport początkowy, raporty kwartalne, raport końcowy oraz 14 zestawów miesięcznych kart pracy ekspertów;
- 40 publikacji medialnych (relacji prasowych, radiowych, telewizyjnych i internetowych) na temat Programu;
- utrzymywanie bieżących kontaktów z regionalnymi punktami kontaktowymi w urzędach marszałkowskich na obszarze objętym Programem.

Ponadto eksperci Oddziału wzięli udział w 5 szkoleniach wewnętrznych i w 5 spotkaniach roboczych WST i oddziałami Programu. Kierownik Oddziału wzięła także udział w 2 posiedzeniach Wspólnego Komitetu Monitorującego.

Ze środków kontraktu wyremontowana i wyposażona została siedziba Biura w budynku przy ul. Poniatowskiego 6 w Rzeszowie, pokryto koszty wynagrodzeń 3 pracowników UMWP/ekspertów Programu oraz koszty obsługi księgowej i sekretarskiej, a także sprzątnięcia, utrzymania i funkcjonowania pomieszczeń.

Obecnie Oddział Programu funkcjonuje na podstawie nowego, 4-letniego kontraktu, obowiązującego od 1 stycznia 2018 do 31 grudnia 2021 roku, zawartego między Ministerstwem Inwestycji i Rozwoju (Instytucją Zarządzającą) oraz Województwem Podkarpackim (Wykonawcą).

MARSZAŁEK WOJEWÓDZTWA

Władysław Ortyl

.....
Podpis i pieczęć

Nadzorującego Członka Zarządu

KIEROWNIK BIURA
„Oddział Programu Współpracy Transgranicznej
POLSKA-BIAŁORUŚ-UKRAINA 2014-2020 w Rzeszowie”

Alicja Woślik

.....
Podpis i pieczęć

Dyrektora Departamentu

W ZAŁĄCZENIU:

- pełne wersje raportu końcowego merytorycznego i finansowego złożonego do IZ
- dokumentacja fotograficzna (31 szt.)



FINAL REPORT

PL-BY-UA

To be filled in by: **JTS** **JMA**

1.	Date of report		
2.	Report number		
3.	Signature of person		

4.	Reporting period	from	2016-12-12	to	2018-02-11
5.	Report number	1			

Contract details

6.	Programme	Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013
7.	Contract title	„Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland“
8.	Contract number	IPBU.04.01.00-00-016/16-00

Contract amount

9.	Financing from ENPI	190 900,00	EUR
10.	Total costs	190 900,00	EUR
11.	Cofinancing rate	100	%
12.	Contract implementation period	from: 2016-12-12	to: 2018-02-11

Beneficiary/Consultant

13.	Name and address	Województwo Podkarpackie (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego 4, Rzeszów, 35-010, Poland
14.	Phone	(+48) 17 85 34 335
15.	Fax	n/a
16.	E-mail	rzeszow@pbu2020.eu

Bank account

17.	Bank name and address (SWIFT code if necessary)	PKO Bank Polski S.A., ul. T. Rejtana 53b, 35-326 Rzeszów, Poland (BPKOPLPW)
18.	Account number	PL 86 1020 4391 0000 6402 0164 7791

Contact person

19.	Name and surname	Alicja Wosik
20.	Phone	(+48) 17 85 34 335
21.	Fax	n/a
22.	E-mail	alicja.wosik@pbu2020.eu

Eligible costs (EUR)

23.	Total eligible costs covered by the report:	134 026,95 €
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I hereby certify that the information contained in the report and its annexes is complete, faithful and reliable.

Date report due: 12th April 2018

Date report sent: 12th April 2018 Name of authorized person: Alicja Wosik

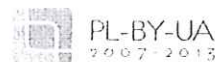
Place: Rzeszów

Signature:

Z up. **ARSZALKI WOSIK** WOJEWÓDZTWA
Alicja Wosik
 BIEGŁOŚĆ JĘZYKOWA
 Ośrodek Przekazywania Kultury Europejskiej
 POLSKA BIEGŁOŚĆ JĘZYKOWA ul. Dąbrowskiego 21a Rzeszów



FINAL REPORT



Contract Title: „Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland”

Contract Number: IPBU.04.01.00-00-016/16-00

Consultant: Województwo Podkarpackie (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego 4, Rzeszów, 35-010, Poland

Activities implemented during the reporting period

1. Establishment of the Branch Office in Rzeszów

- Branch Office was established and operates in Poland

Information is provided by the Rzeszów Branch Office (RBO) to all beneficiaries/potential beneficiaries and other actors interested in the cross-border cooperation. Comprehensive support is granted to all interested potential applicants and beneficiaries on an equal basis and free of charge. Informational meetings and workshops for beneficiaries are organized at the Branch Office upon the JTS/MA request. All eligible regions have shown interest in the Programme. The number of inquiries is high. The majority of questions concerned: technical issues of the 1st Call of Proposals (how to fill in Full Application Forms, necessary annexes, problems with the FAF Generator etc.), requirements of the planned 2nd Call for Proposals, its thematic objectives, fund allocation etc., possibilities of co-financing other projects within the Programme. Total number of registered consultations provided 368 (313 phone, 34 e-mails, 19 ad hoc visits, 2 in written form).

- **Reports submitted to the JTS:** in total **1 Inception Report, 5 Quarterly Reports** and **1 Final Report** were prepared and submitted to the JTS covering the reported period

1.1. Professional development workshops for the staff in JTS or other professional daily trainings (including abroad)

During the reported Service Contract, the RBO's experts participated in **5 trainings/workshops for the staff:**

- 1) Training on implementing the Service Contract, on 12th December 2016 in Rzeszów. All 3 experts of the RBO participated in it. No cost from the RBO's budget.
- 2) Training on effective communication in Raszyn, near Warsaw on 14th-16th December 2016. Two RBO experts: A.Wosik and S. Skublicki participated in the training. Costs of participation (per diems, accommodation, trip) were covered from the RBO's budget.
- 3) The KEEP Training&ENI CBC Communication Managers Network in Brussels (Belgium) on 5th-7th April 2017. RBO expert M.Piątek-Kozioł took part in it. Transportation, accommodation and per diem costs were covered from the RBO's budget.
- 4) The "Workshop of advice for applicants on the accessibility of ENI and Interreg projects" in Warsaw (Poland) on 4th April 2017. RBO expert A. Wosik took part in it. Per diem and trip costs were covered from the RBO's budget.
- 5) Training on communication in Raszyn, near Warsaw on 13th-15th December 2017. RBO experts: A.Wosik, M.Piątek-Kozioł, S. Skublicki participated in the training. Costs of participation (per diems, accommodation and meals for the 3 mentioned experts as well as the trip of S. Skublicki) were covered from the RBO's budget.

1.2. Working visits to the JTS

During the reported period, the RBO's experts took part in **5 working meetings with JTS/BOs:**

- 1) 26th January 2017 – working meeting of the JTS/BOs in Rzeszów. All three experts of the RBO participated in it. The meeting was focused on activities planned in 2017 and current issues of implementing the Service Contract. Concept of planned events were prepared and discussed. Costs of catering for participants of the meeting were covered from the RBO's budget. Total number of participants: 10
- 2) 15th February 2017, Warsaw (Poland) - the JTS/BOs' working meeting to discuss progress of implementation and future activities to be performed within the current Service Contract. Concepts of all planned activities (Opening Event, survey, EC Day) were discussed and approved. Head of the RBO, A. Wosik, took part in the meeting. Per diem costs were covered from the RBO's budget. Total number of participants: about 10.
- 3) 25-26th April 2017 the working meeting of the JTS/BOs in Lviv (Ukraine) followed by the training on FAFs submission requirements. All three experts of the RBO participated in it. Per diems and accommodation costs for A. Wosik, M.Piątek-Kozioł and S. Skublicki were covered from the RBO's budget. Total number of participants: about 10.
- 4) 30th August 2017 – Head of the RBO took part in the working meeting of the JTS/BOs in Warsaw. It was focused on current issues of implementation of the info-promo events i.a. the EC Day 2017. Costs of participation (transport, per diems) were covered from the RBO's budget. Total number of participants: about 10.
- 5) RBO supported the organization of the additional meeting JTS-LBO in Rzeszów on 24th January 2018. Head of the RBO, Alicja Wosik, took part in it. Costs of accommodation of the LBO's experts (Olga Parasotska, Vasyl Khirnyak) as well as costs of a coffee break and lunch for all participants of the meeting were covered from the RBO's budget. Total number of participants: 7

1.3. Opening event

During the first 3 months of the Service contract, the Head of the RBO was supervising the renovation of the branch premises. Finally, on 30th of March, after renovating the RBO's premises, the Opening Event was organized. The costs of organization (catering, lunch, decoration, purchase of commemorative books) were covered from the RBO's budget. Total number of participants: **32**. The event was accompanied by a press conference. Almost **6** media publications appeared.

On 12th December 2016 the RBO experts organized the ceremony of contract signing ceremony in Rzeszów with the participation of representatives of MA/JTS/Contractor. The event was accompanied by a press conference. Total number of participants: about **25**. Number of media publications: almost **10**. No cost from the RBO's budget.

2. Support in the organization of the JMC and other meetings related to the Programme implementation:

2.1. Assistance to the JTS members / in organization of JMC or other important meetings:

During the reported Service Contract, the RBO's experts supported the organization of **4 Programme events/meetings:**

- 1) Head of the RBO, Alicja Wosik, took part in the meetings of the Joint Monitoring Committee in Minsk (16-18th October 2017). No cost from the RBO's budget.
- 2) The Annual Conference in Rzeszów, on 24-25th October by organizing a press conference, researching information, monitoring media publications etc. (no cost from the RBO's budget). Total number of participants: about 250
- 3) Head of the RBO, Alicja Wosik, took part in the meetings of the Joint Monitoring Committee in Lviv (6-7th December 2017). Cost of per diems was covered from the RBO's budget.
- 4) On 21st December 2017, in Rzeszów, RBO organized the ceremony of signing the first grant contracts of PBU1 with participation of the Undersecretary of State in the Ministry of Investments and Economic Development, A. Hamryszczak. RBO invited interested beneficiaries, regional authorities and journalists. An agenda and information about the ceremony and signed contract were prepared and distributed. Total number of participants: 23. Number of media publications: almost 5. No cost from the RBO's budget.

3. Implementation of the information and communication plan

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3.1. European Cooperation Day in Poland

The Polish edition of the EC Day 2017 in Sanok was organized on 24th September 2017. The event, titled "Klimaty Pogranicza" ("The Cross-border Atmosphere") was focused on the cultural and natural heritage, thus it was held in the surroundings of the landscape park in one of the largest open-air museums of wooden architecture in Europe. Visitors could visit the stands of Eastern Poland voivodeships, national and landscape parks, State Forests and European Funds. There was also an opportunity to view a photo exhibition of projects implemented under the Programme Poland-Belarus-Ukraine 2007-2013, see traditional crafts, taste regional cuisine, listen to the performances of the Kremenaros Ensemble and take a ride on Hucul horses. The main attraction of the event was the concert of The Tadeusz Sygietyński State Folk Song And Dance Ensemble "MAZOWSZE". Printed promo materials and gadgets: invitations (2200 pcs), banners (5 pcs), posters (10 pcs), press ads (5 pcs), balloons (1000 pcs), leather pen cases (50 pcs). Total number of participants: about **2000**. Total cost of organization was covered from the Rzeszów BO's budget.

3.2. Assistance in the organization of the Cross-Border School Competition

RBO supported the organization of the EC Day Cross-Border School Competition. The relevant documents have been translated, potential participants – informed, interested schools - contacted, application forms - assessed and the winners - chosen. The final event was held in Belarus, Hrodna on 19th-22nd September 2017. RBO covered the cost of the participation of Polish groups (transport, lunch, insurance policy). Total number of Polish participants: **15**

3.3. Assistance to the JTS-IB in the organization of trainings for potential beneficiaries

1) individual consultations for beneficiaries in the Rzeszów BO's premises on 6-7th July 2017. Cost of catering was covered from the RBO's budget. Total number of participants: about **25**
2) the training on the preparation of Full Application Forms which was held on 27th July at the Rzeszów BO's premises. Cost of the coffee break and lunch for participants was covered from the RBO's budget. Total number of participants: **19**

3.4. Preparation of the "The CROSSBORDERER" newsletter

The Rzeszów Branch Office prepared a **40-page edition** of "The CROSSBORDERER" 2017 focused on TO HERITAGE. It contained specialized training articles as well as texts on current issues of the Programme. Cost of writing and translating articles, designing and desktop publishing was covered from the RBO's budget. Next, it was printed by the JTS in an amount of about 2000 pieces and distributed among beneficiaries, potential beneficiaries, officials and local authorities.

3.5. Trainings on public procurement procedures (Polish) for Programme beneficiaries (Lublin)

12-13th December 2017, in Lublin, RBO organized a **1-day training (with accommodation)** on the amended Public Procurement Law for the beneficiaries of PBU1 (TO HERITAGE + LIPs). Cost of the training (accommodation, meals, external expert, informational materials for participants) was covered from RBO budget. Total number of participants: **39**

3.6. Info Days

During the reported 14-month Service Contract, the RBO organized **14 editions of Infodays (trainings or info-promo stands)**: 1) 21-22.12.2016, Przemyśl – training for experts of the Information Points for the European Funds. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert S.Skublicki. Total number of participants: 15. No cost from RBO budget. 2) 27-28.01.2017, Jasionka near Rzeszów – 2-day informational stand held by RBO experts: A.Wosik, S.Skublicki, M.Piątek-Kozioł during the 10th Europe-Ukraine Forum and the 1st Eastern Fair. Total number of visitors: about 1000. Cost of organization (entrance charge, renting the equipment needed for the stand) was covered from RBO budget. 3) 27-28.03.2017, Cracow – 2-day informational stand held/supported by RBO expert S.Skublicki (a support for the Center of European Projects) within the 3rd European Congress of Local Governments. Total number of visitors: about 1800. Cost of participation (entrance charge, per diems, accommodation and trip for S.Skublicki) was covered from RBO budget. 4) 20.05.2017, Jasionka near Rzeszów - 1-day informational stand held by RBO expert M.Piątek-Kozioł during the Days of European Funds at the International Airport Rzeszów-Jasionka. Total number of visitors: about 1500. No cost from RBO budget. 5) 05.06.2017, Odrzechowa near Sanok – a training for experts of the Information Points for the European Funds. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert S.Skublicki. Total number of participants: 8. No cost from RBO budget. 6) 05.06.2017, Rzeszów – a presentation on the Programme prepared and shown by RBO expert A.Wosik within the scientific conference organized by the University of Rzeszów in cooperation with scientists and students from Ukraine. Total number of participants: about 30. No cost from RBO budget. 7) 25-26.09.2017, Lublin – 2-day informational stand held by RBO expert A.Wosik during the Eastern Europe Initiatives Congress. Total number of visitors: about 1000. Cost of participation (per diems, accommodation and trip for A.Wosik) was covered from RBO budget. 8) 27-28.09.2017, Białystok – 2-day informational stand held by RBO expert A.Wosik during the Eastern Economic Congress. Total number of visitors: over 1500. Cost of participation (per diems, accommodation and trip for A.Wosik) was covered from the RBO's budget. 9) 13.11.2017, Rzeszów - a presentation on the Programme prepared and shown by RBO expert A.Wosik within the 2nd Subcarpathian Road Forum. Total number of participants: about 70. No cost from RBO budget. 10) 28.11.2017, Białystok – training for experts of the Information Points for the European Funds and the Regional Contact Point. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert A.Wosik. Total number of participants: 7. Cost of organization (per diems, accommodation and trip for A.Wosik) was covered from RBO budget. 11) 29.11.2017, Ostrołęka – training for experts of the Information Points for the European Funds. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert A. Wosik. Total number of participants: 4. Cost of organization (per diems, accommodation and trip for A.Wosik) was covered from RBO budget. 12) 30.11.2017, Siedlce – training for experts of the Information Points for the European Funds. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert A.Wosik. Total number of participants: 2. Cost of organization (per diems, accommodation and trip for A.Wosik) was covered from RBO budget. 13) 01.12.2017, Lublin – training for experts of the Information Points for the European Funds. Informational materials were distributed and a presentation on the Programme was prepared and shown by RBO expert A.Wosik. Total number of participants: 11. Cost of organization (per diems, accommodation and trip for A.Wosik) was covered from RBO budget. 14) 10.02.2018, Jasionka near Rzeszów – 1-day informational stand held by RBO expert S.Skublicki during the Nationwide Local Governments Forum. Total number of visitors: about 300. No cost from RBO budget.

3.7. Graphic designing of the 2018 PBU Calendar

The Rzeszów Branch Office prepared a **14-page edition of the Programme Calendar 2018**. It was focused on the cultural heritage of the eligible area. It contains photos and holiday dates from all of the 3 countries as well as information on the Programme. Cost of designing and desktop publishing was covered from the RBO's budget. Next, it was published on the Programme official website and the Programme fanpage on the Facebook (on-line).

3.8. Ads in newspapers

RBO prepared and published **9 press advertisements** in regional and local newspapers concerning:
1/ EC Day 2017 main Polish event - 4 ads in the main regional newspapers of the Podlaskie, Mazowieckie, Lubelskie and Podkarpackie Voivodeships and 1 ad in a local newspaper "Tygodnik Sanocki" in Sanok - venue of the event
2/ general information on the Programme and summary of 2017 – 4 ads in the main regional newspapers of the Podlaskie, Mazowieckie, Lubelskie and Podkarpackie Voivodeships. Cost of designing and publishing was covered from the RBO's budget.

3.9. Survey on Programme potential beneficiaries/beneficiaries needs in trainings in the Polish eligible area

In June 2017, the Rzeszów Branch Office organized and managed a survey on Programme potential beneficiaries/beneficiaries needs in trainings in the Polish eligible area. **1180 questionnaires** were sent to beneficiaries and potential beneficiaries of the Programme (720 via RBO, 460 via JTS). We received **541 answers** (questionnaires filled in by representatives of institutions and organizations). They were summarized and analyzed by a specialist. The obtained statistics and conclusions help the JTS and BOs in organizing well focused trainings for all interested entities.

3.10. Other tasks

During the reported period, the RBO's experts **supported the organization of 4 info-promo events** held by the JTS and/or other BOs:

- 1) The Orly Wprost Gala in Rzeszów on 28th June 2017 (no cost from the RBO's budget). Total number of participants: about 100
- 2) The PBU Summer Academy in Iwonicz and Sokołów Podlaski from April to August 2017 (no cost from the RBO's budget). Total number of participants: about 120
- 3) The 1st Karpaty-Fest in Mukaczewo from August to September 2017 (no cost from the RBO's budget). Total number of participants: about 1000
- 4) The Scientific Conference on 15th November 2017 in Rzeszów. Total number of participants: about 100

In addition, during the reported period, the RBO's experts have been promoting the Programme via media by taking part in interviews, sending information, statistics, graphics etc., to all interested entities. The RBO's experts have been also maintaining current cooperation with regional contact points in Poland within the Programme eligible area, they have been contacting external institutions and organizations interested in the Programme

4. Other tasks supporting the MA, Polish NA, Polish CCP and JTS-IB in their day-to-day implementation of the Programme

4.1. Other tasks (including translation services)

During the reported 14-month Service Contract the Rzeszów Branch Office translated over 140 pages of the Programme documents and information, i.a:

- "Guidelines on feasibility study"
- LIPs' descriptions
- annexes to the "Guidelines on Expenditure Verification"
- information items for the Programme website

Once, in February 2017, because of the urgent need of translated version of the Guidelines on Expenditure Verification (high volume, urgent translation), the major part of translation ("Guidelines on Expenditure Verification") was made by a subcontractor. Cost of translation was covered from the RBO's budget.

The RBO's experts proof-read about 276 pages of the Programme documents, i.a:

- the updated Joint Operational Programme,
- Programme Manual part II of the 1st Call for Proposals,
- "Guidelines on Expenditure Verification"

well as created (**copywriting**) about **13 pages** of original information/texts for needs of media, the Programme website, the Newsletter etc.

Achievements in comparison with planned results

The following results have been achieved during the reported period (in accordance with ToR):

- the Branch Office was established and operates in Poland. 3 fulltime experts (1 BO Head and 2 BO experts) are employed and they receive necessary back-stopping, logistic and administrative support. **1 ceremony** of signing the Service Contract was organized, **1 Opening Event** was organized and the RBO's experts took part in **5 professional development workshops for the staff**. They participated also in **5 working meetings with JTS/BOs**;
- information about funding possibilities was actively and broadly disseminated to the Polish eligible partners (about **1500 Programme brochures disseminated** among targeted groups), comprehensive information in Polish/English was prepared for the Programme website: **45 materials/33,5 pages for the website translated and/or originally created**;
- Polish stakeholders were informed on time about the holding of important Programme meetings (through website, letters and emails sent to RCPs/beneficiaries/potential beneficiaries/local authorities, 5 press ads on the EC Day in regional and local newspapers, 2200 invitations to the event, 10 posters);
- beneficiaries were assisted with information support concerning: Visibility and Communication requirements of the Programme, Programme requirements of implementation of projects, procurement procedures according to grant contract, reporting requirements, national legislation applicable to implementation of projects in Poland: **368 registered consultations, 1 training on Polish public procurement organized**;
- Information meetings for project potential beneficiaries or other institutions related to project implementation were organized as requested by or agreed with the JTS-IB: **14 InfoDays organized**;
- MA, JTS-IB, Polish NA and CCP received required information and support in implementing of the Programme in Poland;
- support to the JTS-IB in organization of the JMC and other meetings related to the Programme implementation provided: **4 events/meetings supported**;
- Assistance to the JTS in organization of trainings for potential beneficiaries (on JTS-IB request) - **2 events assisted**: individual consultations for beneficiaries in Rzeszów and the training on the preparation of Full Application Forms;
- Trainings on contracting procedures for Programme beneficiaries 2 trainings in Polish eligible regions (on JTS-IB request) - no request from the JTS received;
- EC Day 2017 event in Poland - **1 event with 2000 participants organized**;
- the EC Day School Competition supported (not planned);
- **1 Newsletter (40-page) prepared** by the RBO, next printed and distributed by the JTS in an amount of about 2000 pcs;
- **1 Programme Calendar 2018 designed** (not planned);
- Thematic conferences in Polish eligible regions - 4 thematic conferences (one in each Polish eligible area - no request from the JTS received (due to the change of the Programme schedule));
- Training for Polish beneficiaries on national procurement procedures - **1 training organized**;
- A survey on Programme potential beneficiaries/beneficiaries needs in trainings (thematic scope) in Polish eligible regions is carried out - **1 survey with at least 500 questionnaires disseminated, gathered and analyzed**;
- Information about Programme implementation published in relevant Polish regional/local newspapers - **9 publications** (4 regions (1 newspaper per region) x 2 Programme notices + 1 local advertisement at the EC Day venue);
- Additionally, the RBO's experts **supported the organization of 4 info-promo events** held by the JTS and/or other BOs;
- Assistance to the JTS-IB in the translation of relevant documents provided - **about 110 pages of Programme documents translated and about 276 - proof-read**;
- Assistance to the Polish NA, Polish CCP and MA provided (on the request);
- Thanks to the RBO's activity **about 40 media publications on the Programme appeared** (articles/TV and radio programmes found);
- **1 Inception Report and 5 Quarterly Reports, 14 sets of monthly timesheets, 1 Final Report** were prepared and submitted on time.

Deviations from original planning and reasons

Indicators from the Terms of Reference	Total planned	Total realized	Comments
Opening event organized	1	1	
Staff development workshops (trainings for BO experts) attended on request	2	5	1 training for the staff in Rzeszów, 2 trainings in Falenty (2016, 2017), 1 training in Warsaw on accessibility of projects for disabled, 1 KEEP training in Brussels
Information events (conference, open/info days) for potential beneficiaries or stakeholders in each Polish eligible region are organized during contract implementation	14	14	14 InfoDays
Assistance to the JTS in organization of trainings for potential beneficiaries provided (on the JTS-IB request)	4	2	2 events assisted on the JTS request: individual consultations for beneficiaries in Rzeszów and the training on the preparation of FAFs
Trainings on contracting procedures for Programme beneficiaries organized in Polish eligible regions (on JTS-IB request)	2	0	No request from the JTS received
EC Day event in Poland organized (on the JTS-IB request)	1	1	With 2000 participants
Thematic conferences in Polish eligible regions organized - 4 thematic conferences (one in each Polish eligible area)	4	0	No request from the JTS received (due to the change of the Programme schedule)
Training for Polish beneficiaries on national procurement procedures	1	1	1-day training with accommodation
A survey on Programme potential beneficiaries /beneficiaries needs in trainings (thematic scope) in Polish eligible regions is carried out – 1 survey with at least 500 questionnaires disseminated, gathered and analysed	1	1	1180 questionnaires sent 541 answers (filled in questionnaires) received
Information about Programme implementation published in relevant Polish regional/local newspapers - 8 (4 regions, 2 Programme notices, 1 newspaper per region)	8	9	4 regions (1 newspaper per region) x 2 Programme notices + 1 local advertisement (publication of an additional advertisement for inviting inhabitants of Sanok – the venue of the EC Day 2017)

Other indicators for the whole Contract:

- 1 Newsletter (40-page) prepared (not planned)
- 1 Programme Calendar 2018 designed (not planned)
- 1 ceremony of signing the Service Contract organized
- 1500 brochures disseminated
- about 110 pages of Programme documents translated and about 276 – proof-read
- 45 materials/33,5 pages for the website translated and/or originally created
- 368 registered consultations provided
- 4 events (JMC meetings and/or other meetings related to the Programme implementation) supported
- 1 EC Day School Competition supported
- 4 info-promo events held by the JTS and/or other BOs supported
- about 40 media publications on the Programme appeared
- 5 working meetings attended

Visibility actions

- 1) Within the reported period the Programme visibility (stand, roll-ups, banners, posters) was insured by the Rzeszów Branch Office during all organized events and in all produced promotional materials:
 - ECDay 2017 in Poland with 2000 participants
 - ceremony of signing the Service Contract
 - Opening Event
 - 14 Info Days
 - 1 training on Polish public procurement procedures
 - 1 survey (1180 branded questionnaires sent)
- 2) 1500 promotional Programme brochures disseminated
- 3) 9 branded ads in regional and local newspapers published
- 4) about 40 media publications appeared
- 5) 1 Programme Newsletter (40-page) for about 2000 stakeholders prepared (not planned)
- 6) 1 Programme Calendar 2018 designed (not planned)
- 7) Visibility requirements explained to applicants/beneficiaries within consultations provided by the RBO

List of publications

- Printed out:
- 2200 invitations and 10 posters for the EC Day in Poland
 - 9 ads in regional and local newspapers in the Polish eligible area for about 100 000 readers
- Designed:
- 1 Programme Newsletter (40-page) for about 2000 stakeholders (printed by the JTS)
 - 1 Programme Calendar 2018 (published on-line on the Programme website and fanpage)

Project planning for next reporting period

N/A

Description of problems during project implementation

N/A

Z up. MARSZAŁKOWSKIEGO OŚRODKA

Alcja Nowak
Kierownik Biura

Signature: Date, place: 12.04.2018, RZESZÓW

PROJECT FINAL REPORT

Contract Title: „Establishing the Branch Office of the ENI Cross-border Cooperation Programme
Contract Number: IPBU.04.01.00-00-016/16-00
Consultant: Województwo Podkarpackie (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego
 4, Rzeszów, 35-010, Poland
Reporting period: 12th December 2016 - 11th February 2018

No	Activities implemented	Inputs					
		Personnel men/days		Equipments and materials		Others	
		Planned	Utilised	Planned	Utilised	Planned	Utilised
1.	2 professional development workshops for staff in JTS (5 trainings attended)	21	21	0	N/A	3000,00	2151,32
2.	4 working visits to the JTS (5 meetings attended)	15	20	0	N/A	2000,00	892,3
3.	Individual trainings (1 for each expert)	6	0	0	N/A	999,00	0
4.	Opening Event (1 event organized)	30	30	0	N/A	2001,00	983,87
5.	Assistance to the JMC members / in organisation JMC or other important meeting (4 events/meetings supported)	20	20	0	N/A	5000,00	23,96
6.	European Cooperation Day in Poland (1 event organized)	60	70	0	N/A	25000,00	27849,27
7.	2 Trainings on contracting (not organized, no request from the JTS received)	60	0	0	N/A	10000,00	0
8.	Assistance to the JTS-IB in organization of 4 trainings for potential beneficiaries (2 events assisted)	48	10	0	N/A	2800,00	125,76
9.	4 thematic conferences in Polish eligible area (not organized, no request from the JTS received)	60	0	0	N/A	8000,00	0
10.	Trainings on contracting procedures (Polish) for Programme beneficiaries (1 Training organized)	30	40	0	N/A	5000,00	3828,02
11.	Info Days (14 Info Days organized)	45	45	0	N/A	1500,00	701,55

12.	Open Days (not organized, no request from JTS received)	30	0	0	N/A	1000,00	0
13.	Ads in newspapers (9 ads published)	24	24	0	N/A	1000,00	2277,45
14.	Survey on Programme potential beneficiaries/beneficiaries needs in trainings (thematic scope) in Polish eligible regions (1 survey conducted)	30	30	0	N/A	3000,00	763,02
15.	Assistance to the JTS in translation of relevant documents provided (about 120 pages translated; about 276 proof-read)	30	45	0	N/A	0	311,71
16.	Information to potential applicants provided in BO (368 registered consultations)	55	62	0	N/A	0	0
17.	Preparation of materials and information for the Programme website and database on the JTS request (45 materials/33,5 pages for the website translated or/and originally created)	42	42	0	N/A	0	0
18.	Dissemination of Programme informational materials, brochures in Poland eligible regions (about 1500 Programme brochures disseminated)	15	15	0	N/A	0	0
19.	Preparation of the Newsletter (1 Newsletter prepared)	40	40	0	N/A	0	1275,21
20.	Assistance to the JTS in proposals assessment (no requests from JTS received)	50	0	0	N/A	0	0
21.	Preparation and submission of the reports (1 Inception Report, 5 Quarterly Reports and 14 sets of monthly timesheets prepared)	20	55	0	N/A	0	0
22.	Other tasks (4 info-promo events supported, graphic designing of the 2018 PBU Calendar, assistance in the organization of the Cross-Border School Competition)	107	103	0	N/A	11200,00	2063,51
23.	Expenditure verification	2	15	0	N/A	3000,00	3000
	TOTAL	840	687	0,00	N/A	84 500,00 EUR	46 246,95 EUR

Z up. **MARZENA WODWÓDZKA**
Ada Nowak
 ALIENI
 KIERDZINIK BILHA
 Kierownik Biura
 POLSKA-BIELORUŚ
 Quality Project 2014-2020 Regional Operational Programme

RESOURCE UTILISATION REPORT

„Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszów, Poland”

Contract Title:
Contract Number: IPBU.04.01.00-00-016/16-00

Consultant: Województwo Podkarpackie (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego 4, Rzeszów, 35-010, Poland
Reporting period: 12th December 2016 - 11th February 2018

RESOURCES/INPUTS	TOTAL PLANNED	PERIOD PLANNED	PERIOD REALISED	TOTAL REALISED	AVAILABLE FOR REMAINDER
PERSONNEL	Head of BO 280 w/d (EUR 39 200,00)	Head of BO 280 w/d (EUR 39 200,00)	Head of BO 267 w/d (EUR 37 380,00)	Head of BO 267 w/d (EUR 37 380,00)	N/A
	JE of BO 280 w/d (EUR 33 600,00)	JE of BO 280 w/d (EUR 33 600,00)	JE of BO 219 w/d (EUR 26 280,00)	JE of BO 219 w/d (EUR 26 280,00)	N/A
	JE of BO 280 w/d (EUR 33 600,00)	JE of BO 280 w/d (EUR 33 600,00)	JE of BO 201 w/d (EUR 24 120,00)	JE of BO 201 w/d (EUR 24 120,00)	N/A
Sub-total	840 wd (EUR 106 400,00)	840 wd (EUR 106 400,00)	687 wd (EUR 87 780,00)	687 wd (EUR 87 780,00)	N/A
EQUIPMENT AND	0,00	0,00	0,00	0,00	N/A
	0,00	0,00	0,00	0,00	N/A
OTHER INPUTS	Incidental expenditure (EUR 81 500,00)	Incidental expenditure (EUR 81 500,00)	Incidental expenditure (EUR 43 246,95)	Incidental expenditure (EUR 43 246,95)	N/A
	Expenditure verification (EUR 3 000,00)	Expenditure verification (EUR 3 000,00)	Expenditure verification (EUR 3 000,00)	Expenditure verification (EUR 3 000,00)	N/A
Sub-total	EUR 84 500,00	EUR 84 500,00	EUR 46 246,95	EUR 46 246,95	N/A
TOTAL	EUR 190 900,00	EUR 190 900,00	EUR 134 026,95	EUR 134 026,95	N/A

Z up. MARSZAŁKA WOJEWÓDZTWA PODKARPACKIEGO
Anna Wary
 KIEROWNIK BIURA
 UL. ŁUKASZA CIEPLIŃSKIEGO 4, RZESZÓW, 35-010



Financial report



Contract title: Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland

Contract number: IPBU.04.01.00-00-016/16-00

Lp.	Name of experts				Actual day worked	Fee rate <EUR>	Eligible costs <EUR>
1	2	3	4	5	6	7	8
I. Expert Fees							
1	Alicja Wosik, Head of BO				267	140,00	37 380,00
2	Monika Piątek-Kozioł, Junior Expert				219	120,00	26 280,00
3	Szymon Skublicki, Junior Expert				201	120,00	24 120,00
Subtotal:					687		87 780,00

Lp.	Invoice Number	Brief Description of Invoice	Date of invoice	Date of payment	Currency of Invoice	Invoice amount	Currency exchange rate	Eligible costs <EUR>
1	2	3	4	5	6	7	8	9
II. Incidental Expenditure								

II.1. Establishment of the Branch Office in Rzeszów

II.1.1. Professional development workshops for staff in JTS or other professional daily trainings (including abroad)

1	Travel settlement No 6587/2016	Per diems, accommodation and trip costs for Alicja Wosik, participation in the training on effective communication on 14th-16th December 2016 in Raszyn (Poland). RfIE No 1.	2016-12-19	payment of the advance: 2016-12-13 reimbursement of unspent advance: 2016-12-21	PLN	1088,10	4,4299	245,63
2	Travel settlement No 6595/2016	Per diems, accommodation and trip costs for Szymon Skublicki, participation in the training on effective communication on 14th-16th December 2016 in Raszyn (Poland). RfIE No 1.	2016-12-19	payment of the advance: 2016-12-13 final payment: 2016-12-22	PLN	1081,50	4,4299	244,14
3	Travel settlement No 1575/2017	Per diems and trip costs for Alicja Wosik, participation in the "Workshop of advice for applicants on the accessibility of ENI and Interreg projects " in Warsaw (Poland) on 4th April 2017. RfIE No 9.	2017-04-06	2017-04-19	PLN	275,00	4,2233	65,11
4	No F00386/03/17	Airline tickets RZE-WAW-BRU-WAW-RZE 05-07.04.2017 for Monika Piątek-Kozioł (participation in the KEEP Training&ENI CBC Communication Managers Network in Brussels, Belgium). RfIE No 7.	2017-03-22	2017-04-13	PLN	2037,08	4,3148	472,11

5	Travel settlement No 36/2017	Per diems and accommodation for Monika Piątek-Kozioł, participation in the KEEP Training&ENI CBC Communication Managers Network in Brussels (Belgium) on 5th-7th April 2017. RfIE No 7.	2017-04-12	payment of the advance: 2017-04-03	PLN	1742,24	4,2233	412,53
6	No 7080/F/2017	Services (accommodation and meals) related to participation of the RBO's three experts in the training on building cooperation based on effective communication on 13th-15th December 2017 in Raszyn/Falenty. RfIE No 31.	2017-12-15	2017-12-27	PLN	2928,00	4,2006	697,04
7	Travel settlement No 7103/2017	Per diems and trip costs for Szymon Skublicki, training on 13th-15th December 2017 in Raszyn. RfIE No 31.	2017-12-21	2017-12-28	PLN	32,00	4,2006	7,62
8	Travel settlement No 7101/2017	Per diems for Alicja Wosik, training on 13th-15th December 2017 in Raszyn. RfIE No 31.	2017-12-21	2017-12-28	PLN	15,00	4,2006	3,57
9	Travel settlement No 7102/2017	Per diems for Monika Piątek-Kozioł, training on 13th-15th December 2017 in Raszyn. RfIE No 31.	2017-12-21	2017-12-28	PLN	15,00	4,2006	3,57
				Subtotal:		9 213,92	-	2 151,32

II.1.2. Working visits to the JTS / meetings with JTS

1	No 202170844	Costs of catering for meeting of JTS and BOs on the 26th January 2017 in Rzeszow. RfIE No 3.	2017-01-30	2017-02-07	PLN	577,03	4,4141	130,72
2	Travel settlement No 573/2017	Per diems for Alicja Wosik, participation in the JTS - BOs' working meeting, on 15th February 2017 in Warsaw (Poland). RfIE No 4.	2017-02-16	2017-02-22	PLN	15,00	4,3310	3,46
3	Travel settlement No 55/2017	Per diems and accommodation for Alicja Wosik, participation in the training on FAFs submission requirements and the working meeting of the JTS/BOs in Lviv (Ukraine) on 25-26th April 2017. RfIE No 10.	2017-05-05	payment of the advance: 2017-04-24	PLN	873,29	4,2216	206,86
4	Travel settlement No 56/2017	Per diems and accommodation for Monika Piątek-Kozioł, participation in the training on FAFs submission requirements and the working meeting of the JTS/BOs in Lviv (Ukraine) on 25-26th April 2017. RfIE No 10.	2017-05-05	payment of the advance: 2017-04-24	PLN	697,76	4,2216	165,28

5	Travel settlement No 57/2017	Per diems and accommodation for Szymon Skubicki, participation in the training on FAFs submission requirements and the working meeting of the JTS/BOs in Lviv (Ukraine) on 25-26th April 2017. RFIE No 10.	2017-05-05	payment of the advance: 2017-04-24 reimbursement of unspent advance: 2017-05-24	PLN	697,76	4,2216	165,28
6	Travel settlement No 4515/2017	Per diems and trip costs for Aliğa Wosik, participation in the JTS-BOs working meeting on 30th August 2017 in Warsaw. RFIE No 18.	2017-09-04	2017-09-18	PLN	394,00	4,2598	92,49
7	No 7/01/2018	Lunch for participants of the meeting organized in cooperation with the JTS on 24th January 2018 in Rzeszów. RFIE No 33.	2018-01-24	2018-02-05	PLN	126,00	4,1808	30,14
8	No 302180166	Purchase of the hotel service (accommodation) for two participants (Olga Parasotska, Vasyl Khimyak) of the meeting organized in cooperation with the JTS on 24th January 2018 in Rzeszów. RFIE No 33.	2018-01-24	2018-02-05	PLN	410,00	4,1808	98,07
Subtotal:						3 790,84	-	892,30
II.1.3. Opening event								
1	No 01/03/2017	Catering services for guests participating in the opening of the RBO's premises. RFIE No 8.	2017-03-30	2017-04-12	PLN	1686,60	4,3148	390,89
2	No F/000891/17	Purchase of commemorative books for guests participating in the opening of the RBO's premises. RFIE No 8.	2017-03-24	2017-04-06	PLN	1433,60	4,3148	332,25
3	No FA1/057/03/2017	Lunch costs for guests participating in the opening of the RBO's premises. RFIE No 8.	2017-03-30	2017-04-12	PLN	675,00	4,3148	156,44
4	No 21/2017	Costs of the decoration services during the opening of the RBO's premises. RFIE No 8.	2017-03-29	2017-04-12	PLN	450,00	4,3148	104,29
Subtotal:						4 245,20	-	983,87
II.2. Support in the organization of the JMC and other meetings related to the Programme implementation:								
II.2.1. Assistance to the JTS members / in organization of JMC or other important meetings:								
1	Travel settlement No 237/2017	Per diems for Aliğa Wosik, the 3rd meeting of the Joint Monitoring Committee of the PBU 2014-2020 on 7th December 2017 in Lviv, Ukraine. RFIE No 29.	2017-12-08	2017-12-18	PLN	100,65	4,2006	23,96
Subtotal:						100,65	-	23,96
II.3. Implementation of the information and communication plan								
II.3.1. European Cooperation Day in Poland								

1	No 01/09/2017	First instalment (the advance for payment for the „Mazowsze” Ensemble) for the organization of the European Cooperation Day in Poland (in The Museum of Folk Architecture in Sanok on 24th September 2017). RfIE No 17.	2017-09-01	2017-09-13	PLN	47000,00	4,2598	11 033,38
2	No 13/11/2017	Second instalment for the organization of the European Cooperation Day in Poland which was held in The Museum of Folk Architecture in Sanok on 24th September 2017. RfIE No 17 and 19.	2017-11-28	2017-12-13	PLN	71144,00	4,2432	16 766,59
3	Travel settlement No 5056/2017	Per diems for Alięa Wosik, participation as the organizer on 23rd and 24th September 2017 in the European Cooperation Day in Sanok, Poland. RfIE No 25.	2017-09-26	2017-10-13	PLN	105,00	4,2598	24,65
4	Travel settlement No 5057/2017	Per diems for Monika Piątek-Kozioł, participation as the organizer on 23rd and 24th September 2017 in the European Cooperation Day in Sanok, Poland. RfIE No 25.	2017-09-26	2017-10-11	PLN	105,00	4,2598	24,65
Subtotal:						118 354,00	-	27 849,27

II.3.2. Assistance in the organization of the Cross-Border School Competition

1	No 8820/284799	Costs of the insurance policy for the participants of the Cross-Border School Competition. RfIE No 20.	2017-08-25	2017-09-07	PLN	108,00	4,2493	25,42
2	No 0774/2017	Lunch for the participants of the Cross-Border School Competition during their travel to Belarus. RfIE No 23.	2017-09-19	2017-10-06	PLN	375,00	4,2598	88,03
3	No 1/09/B	Lunch for the participants of the Cross-Border School Competition during their travel from Belarus to Poland. RfIE No 23.	2017-09-21	2017-10-10	PLN	324,00	4,2598	76,06
4	No 4/2017	Cost of the transport from Poland to Belarus and from Belarus to Poland of the participants of the Cross-Border School Competition. RfIE No 23.	2017-09-29	2017-10-16	PLN	7132,32	4,2598	1 674,33
Subtotal:						7 939,32	-	1 863,84

II.3.3. Assistance to the JTS-IB in organization of trainings for potential beneficiaries

1	No FV000570	Catering during the individual consultations on Full Application Form on 6-7th June 2017 in RBO's premises. RfIE No 12.	2017-06-05	2017-06-20	PLN	157,54	4,1760	37,73
2	No 8/07/2017	Lunch for the participants of the training on the preparation of the Full Application Form on 27th July 2017 in RBO's premises. RfIE No 16.	2017-07-27	2017-08-16	PLN	296,00	4,2489	69,67
3	No FV000685	Costs of the coffee-break during the training on the preparation of the Full Application Form on 27th July 2017 in RBO's premises. RfIE No 16.	2017-07-26	2017-08-11	PLN	78,00	4,2489	18,36
Subtotal:						531,54	-	125,76

II.3.4. Preparation of the "The CROSSBORDERER" newsletter

1	No 1	Costs of writing specialized training article for The CROSSBORDERER Newsletter (by Jarosław Tomaszewski). RfIE No 14.	2017-07-04	2017-08-16	PLN	330,00	4,2489	77,67
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2	No 01/2017	Costs of writing specialized training article for The CROSSBORDERER Newsletter (by Agata Sarma). RFIE No 14.	2017-07-11	2017-08-16	PLN	463,74	4,2489	109,14
3	No 1/7/2017	Costs of writing specialized training article for The CROSSBORDERER Newsletter (by Tadeusz Grabowski). RFIE No 14.	2017-07-13	2017-08-22	PLN	330,00	4,2489	77,67
4	No 01/08/2017	Costs of writing specialized training article for The CROSSBORDERER Newsletter (by Tomasz Wasielewski). RFIE No 14.	2017-08-01	2017-08-28	PLN	330,00	4,2493	77,66
5	No F/020/07/2017	Costs of the graphic designing, desktop publishing the Newsletter of the Programme (The CROSSBORDERER 2017 edition). RFIE No 13.	2017-07-12	2017-07-24	PLN	2 952,00	4,2489	694,77
6	No 8/7/2017	Translation from Polish into English the specialized articles for the Newsletter of the Programme (The CROSSBORDERER 2017 edition). RFIE No 13.	2017-07-17	2017-08-11	PLN	1 012,50	4,2489	238,30
Subtotal:						5 418,24	-	1 275,21

II.3.5. Trainings on public procurement procedures (Polish) for Programme beneficiaries (Lublin)

1	No 5/12/2017	Organization of the training on the amended Public Procurement Law on 12th-13th December 2017 in Lublin. RFIE No 30.	2017-12-13	2017-12-27	PLN	16 050,00	4,2006	3 820,88
2	Travel settlement No 7075/2017	Per diems for Alicja Wosik, training on the amended Public Procurement Law on 12th-13th December 2017 in Lublin. RFIE No 30.	2017-12-21	2017-12-28	PLN	15,00	4,2006	3,57
3	Travel settlement No 7076/2017	Per diems for Monika Piątek-Kozioł, training on the amended Public Procurement Law on 12th-13th December 2017 in Lublin. RFIE No 30.	2017-12-21	2017-12-28	PLN	15,00	4,2006	3,57
Subtotal:						16 080,00	-	3 828,02

II.3.6. Info Days

1	No 2017/01/0131	Costs of the participation of the RBO's expert - Monika Piątek-Kozioł in the Europa-Ukraine Forum on 27th-28th January 2017. RFIE No 2.	2017-01-23	2017-01-20	PLN	123,00	4,4141	27,87
2	No 2017/01/0132	Costs of the participation of the RBO's expert - Szymon Skublicki in the Europa-Ukraine Forum on 27th-28th January 2017. RFIE No 2.	2017-01-23	2017-01-20	PLN	123,00	4,4141	27,87
3	No 2017/01/0133	Costs of the participation of the RBO's expert - Alicja Wosik in the Europa-Ukraine Forum on 27th-28th January 2017. RFIE No 2.	2017-01-23	2017-01-20	PLN	123,00	4,4141	27,87
4	No 21/1/2017	Costs of renting the equipment needed for stand at the X Forum Europe-Ukraine. RFIE No 2.	2017-01-30	2017-02-07	PLN	150,06	4,4141	34,00
5	No 2017/03/0070	Costs of participation (Szymon Skublicki) in the European Congress of Local Governments in Cracow (Poland) on 27-28 th March 2017. RFIE No 6.	2017-03-27	2017-03-24	PLN	148,83	4,3148	34,49
6	Travel settlement No 1435/2017	Per diems, accommodation and trip costs for Szymon Skublicki, participation in the European Congress of Local Governments in Cracow (Poland) on 27-28 th March 2017. RFIE No 6.	2017-03-31	2017-04-07	PLN	390,50	4,3148	90,50

7	Travel settlement No 5165/2017	Per diems, accommodation and trip costs for Alicja Wosik, participation in the congresses in Lublin (Eastern Europe Initiative Congress) and Białystok (Eastern Economic Congress) on 25th-28th September 2017. RFIE No 26.	2017-10-03	2017-10-18	PLN	1 010,00	4,3122	234,22	
8	Travel settlement No 6698/2017	Per diems, accommodation and trip costs for Alicja Wosik, organization of trainings for the European Funds Information Points and the Regional Contact Points in Białystok, Ostrołęka, Siedlce and Lublin (Poland) since 28th November to 1st December 2017. RFIE No 28.	2017-12-04	payment of the advance: 2017-11-27 reimbursement of unspent advance: 2017-12-08	PLN	944,00	4,2006	224,73	
Subtotal:						3 012,39	-	701,55	
II.3.7. Graphic designing of the 2018 PBU Calendar									
1	No FV 442/10/2017	Costs of the graphic designing of the 2018 PBU Calendar. RFIE No 24.	2017-10-13	2017-10-20	PLN	861,00	4,3122	199,67	
Subtotal:						861,00	-	199,67	
II.3.8. Ads in newspapers									
1	No FA/67/09/2017/TS	Purchase of an ad in the "Tygodnik Sanocki" local newspaper informing about the EC Day 2017 in Sanok. RFIE No 21.	2017-09-15	2017-09-21	PLN	400,00	4,2598	93,90	
2	No FVS2017/0005411/BRZ	Purchase of ads in regional newspapers informing about the EC Day 2017 in Sanok. RFIE No 21.	2017-09-18	2017-10-03	PLN	2 000,00	4,2598	469,51	
3	No FVS2017/0007397/BRZ	Costs of articles publication in regional newspaper of the Podlaskie, Mazowieckie, Lubelskie and Podkarpackie voivodeships, concerning the Programme. RFIE No 32.	2017-12-27	2017-12-29	PLN	7 200,00	4,2006	1 714,04	
Subtotal:						9 600,00	-	2 277,45	
II.3.9. Survey on Programme potential beneficiaries/beneficiaries needs in trainings in Polish eligible area									
1	No 1/2017	Costs of study of the results of the survey on Programme potential beneficiaries/beneficiaries needs in trainings (thematic scope) in Polish eligible regions. RFIE No 15.	2017-07-18	2017-08-16	PLN	3 242,00	4,2489	763,02	
Subtotal:						3 242,00	-	763,02	
II.4.1. Other tasks (including translation services)									
1	No 3/2/2017	Costs of translation from Polish into English the "Guidelines On Expenditure Verification" for JTS. RFIE No 5.	2017-02-26	2017-03-07	PLN	1 350,00	4,3310	311,71	
Subtotal:						1 350,00	-	311,71	

III. Expenditure verification

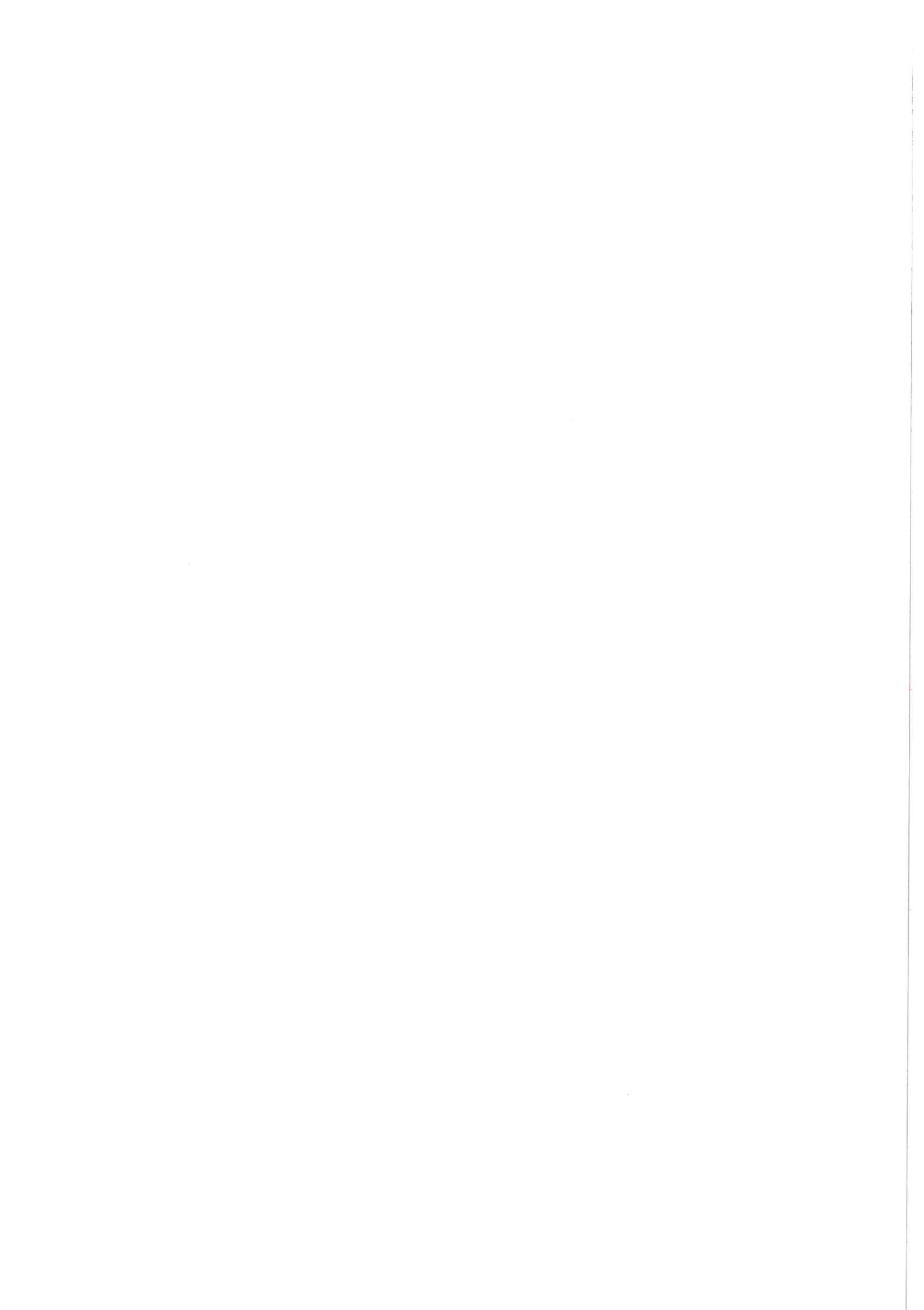
No	The costs (the advance for payment) of the auditor entrusted with verifying the expenditure of the Service Contract No IPBU.04.01.00-00-016/16-00	2018-02-02	2018-02-07	PLN	12 434,70	4,1449	3 000,00
1	3/W/2018/zaliczkowa						
Subtotal:					12 434,70	-	3 000,00

Total **134 026,95**

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PEŁNOMOCNIK



PERSONNEL INPUTS

Contract title: Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszów, Poland
 Ref. number: IPBU 04.01.00-00-016/16-00
 Consultant: Województwo Podkarpackie (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego 4, Rzeszów, 35-010, Poland

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Total
Alicja Wosik	21	23	17	19	15	20	20	13	19	26	19	16	18	21	267
Totals	21	23	17	19	15	20	20	13	19	26	19	16	18	21	267

Actual days worked *

Key experts:
 Team leader:

Senior experts:	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Total
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Junior experts:

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Total
Monika Piątek-Kozioł	8	18	14	21	11	19	19	4	18	15	15	21	15	21	219
Szymon Skublicki	20	23	18	20	15	21	11	20	7	0	0	7	19	20	201
Totals	28	41	32	41	26	40	30	24	25	15	15	28	34	41	420

Short-term experts

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Total
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<name of expert>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Incidental expenditure (€)
 Expenditure verification (€)

43 246,95
 3 000,00

* The actual number of days worked must correspond to the timesheets completed by the experts, (rounded to the nearest whole number of days). These timesheets must be retained by the contractor for a period of five years after the period of execution of the contract

3 up. MARSZALKA WOJEWÓDZTWA

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Branch Office in Rzeszow
Marshal Office of the Podkarpackie Voivodeship, 6 Poniatowskiego St., 35-026 Rzeszów, Poland
tel. (+48) 17 85 34 188 (-335)

Invoice № 1
for Service Contract European Union external actions
as of 3rd April 2018

Reference number of the Contract: IPBU.04.01.00-00-016/16-00

Title of the Contract: **Establishing the Branch Office of the ENI Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszow, Poland**

Name and address of the Contractor (Beneficiary):
Podkarpackie Województwo (Podkarpackie Voivodeship), Al. Łukasza Cieplińskiego 4, Rzeszów, 35-010, Poland
REGON: 690581324, NIP: 8133315014

Name and address of the Contracting Authority (Payer):
Ministry of Investment and Economic Development of Poland, 2/4 Wspólna Str., 00-926 Warsaw, Poland

Actual costs :

I. Fees (including overheads)

	Actual days worked	Fee rate (EUR)	Eligible costs (EUR)
1. Head of BO	267	140,00	37 380,00
2. Junior Expert	219	120,00	26 280,00
3. Junior Expert	201	120,00	24 120,00
Subtotal:			87 780,00

II. Incidental Expenditure

II.1.1. Professional development workshops for staff in JTS or other professional daily trainings (including abroad)			2 151,32
II.1.2. Working visits to the JTS / meetings with JTS			892,30
II.1.3. Opening event			983,87
II.2.1. Assistance to the JTS members / in organization of JMC or other important meetings			23,96
II.3.1. European Cooperation Day in Poland			27 849,27
II.3.2. Assistance in the organization of the Cross-Border School Competition			1 863,84
II.3.3. Assistance to the JTS-IB in organization of trainings for potential beneficiaries			125,76
II.3.4. Preparation of the "The CROSSBORDERER" newsletter			1 275,21
II.3.5. Training on public procurement procedures (Polish) for Programme beneficiaries (Lublin)			3 828,02
II.3.6. Info Days			701,55
II.3.7. Graphic designing of the 2018 PBU Calendar			199,67
II.3.8. Ads in newspapers			2 277,45
II.3.9. Survey on Programme potential beneficiaries/beneficiaries needs in trainings in Polish eligible area			763,02
II.4.1. Other tasks (including translation services)			311,71
Subtotal:			43 246,95

III. Expenditure verification

Subtotal:			3000,00
Total value of invoice			134 026,95
1st pre-financing payment received			152 720,00
Funds not used			18 693,05

Za zgodność z oryginałem:

6 KWI 2018

Alicja Wosik
Alicja Wosik
Head of the Branch Office in Rzeszow



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wyjazd karetet

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URZĄD MARSZAŁKOWSKI
WOJEWÓDZTWA PODKARPACKIEGO
W RZESZOWIE







EUROPEAN UNION

**CROSS-BORDER COOPERATION PROGRAMME
POLAND-BELARUS-UKRAINE 2014-2020**

PL-BY-UA
2014-2020

HERITAGE
Promotion of local culture and preservation of historical heritage

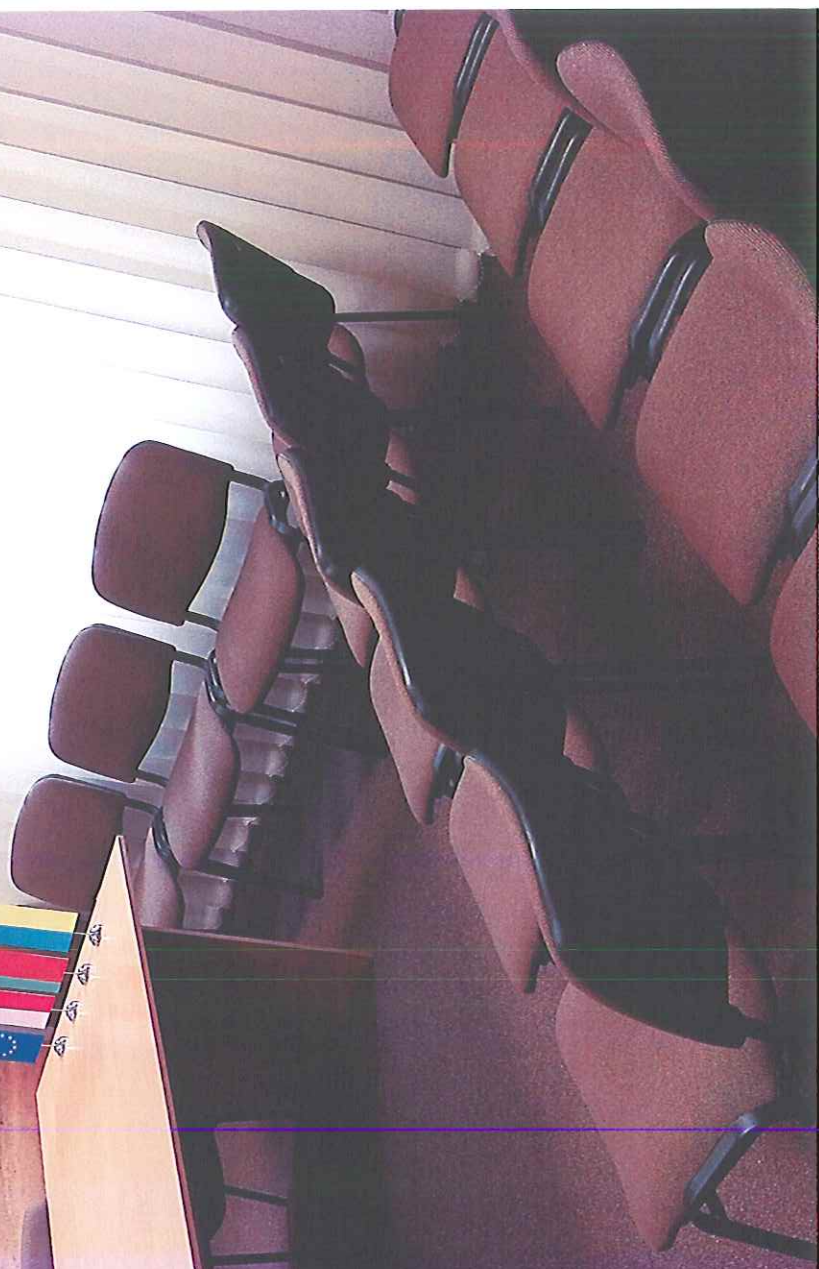
ACCESSIBILITY
Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication networks and systems

SECURITY
Common challenges in the field of safety and security

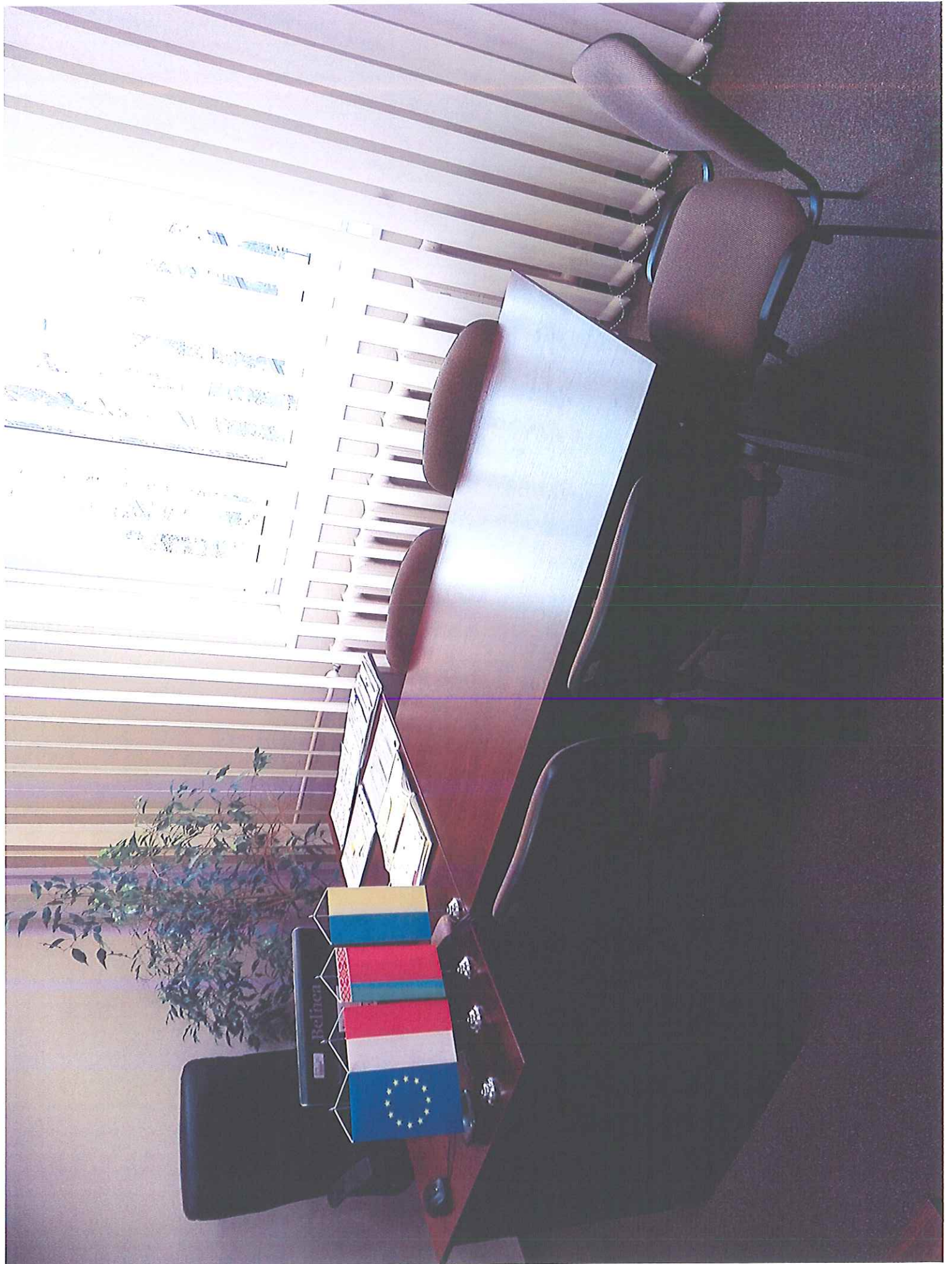
BORDERS
Promotion of border management and border security, mobility and migration management

The overall aim
Poland, Belarus

programme is to
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CROSS-BORDER COOPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2014-2020

PL-BY-UA
2014-2020

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EUROPEAN UNION



CROSS-BORDER COOPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2014-2020

PL-BY-UA
2014-2020

HERITAGE

Promotion of local culture and preservation of historical heritage

ACCESSIBILITY

Improvement of accessibility to the regions, development of sustainable climate-proof transport and communication networks and systems

SECURITY

Addressing common challenges of safety and security



PL-BY-UA 2014-2020

CROSS-BORDER COOPERATION PROGRAMME



CROSS-BORDER COOPERATION PROGRAMME
POLAND-BELARUS-UKRAINE 2014-2020

PL-BY-UA
2014-2020

HERITAGE
 Promotion of local culture and preservation of historical heritage

ACCESSIBILITY
 Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication systems

CHALLENGES
 Challenges in the field of safety and security, migration management, border management, and migration management



PL-

PL-BY-UA
2014-2020

CROSS-BORDER COOPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2014-2020



HERITAGE

Promotion of local culture and preservation of historical heritage

ACCESSIBILITY

Improvement of accessibility to the regions of sustainable development and climate-proof transport and communication systems

SECURITY

Common challenges in the

BORDERS

Promotion of border regions for stability and



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2014-2020

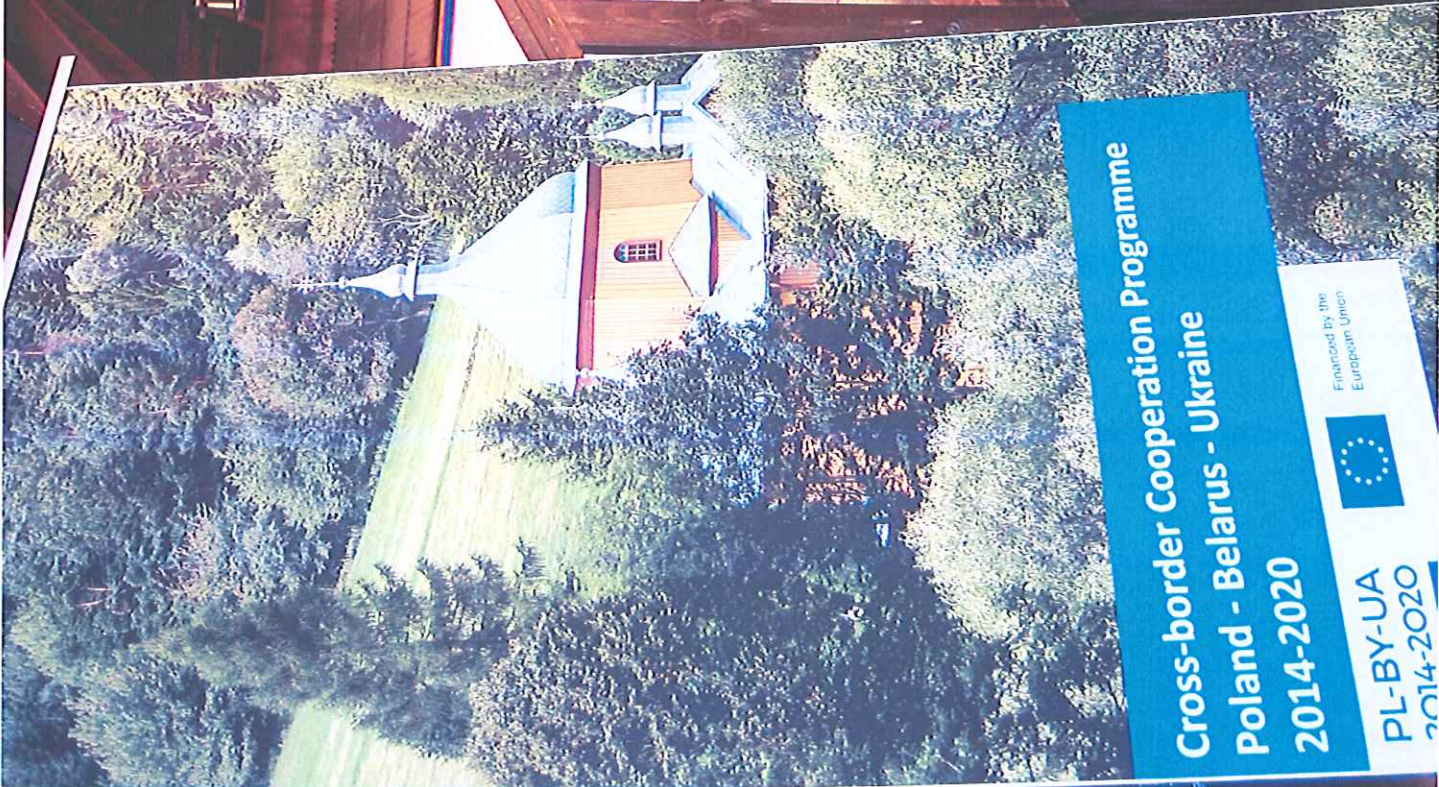
PL-BY-UA
2014-2020

PL-BY-UA
2014-2020









**Cross-border Cooperation Programme
Poland - Belarus - Ukraine
2014-2020**

Financed by the
European Union



PL-BY-UA
2014-2020







Amity i powiązanie jednostki z miastem


Wzrost liczby mieszkańców w miastach, w tym w Warszawie, spowodował konieczność zwiększenia liczby miejsc w przedszkolach i szkołach. W 2015 roku w Warszawie było 100 000 dzieci w wieku 3-6 lat, a w 2020 roku 110 000. W 2015 roku w Warszawie było 100 000 uczniów w wieku 7-18 lat, a w 2020 roku 110 000.

Wzrost liczby mieszkańców w miastach, w tym w Warszawie, spowodował konieczność zwiększenia liczby miejsc w przedszkolach i szkołach. W 2015 roku w Warszawie było 100 000 dzieci w wieku 3-6 lat, a w 2020 roku 110 000. W 2015 roku w Warszawie było 100 000 uczniów w wieku 7-18 lat, a w 2020 roku 110 000.


PL BYVAŁA
AGENCJA ORGANIZACJA WYCHOWAWCZA
WARSZAWA, 2014-2020


Wzrost liczby mieszkańców w miastach, w tym w Warszawie, spowodował konieczność zwiększenia liczby miejsc w przedszkolach i szkołach. W 2015 roku w Warszawie było 100 000 dzieci w wieku 3-6 lat, a w 2020 roku 110 000. W 2015 roku w Warszawie było 100 000 uczniów w wieku 7-18 lat, a w 2020 roku 110 000.






CROSS-BORDER COOPERATION PROGRAMME
POLAND-BELARUS-UKRAINE 2014-2020

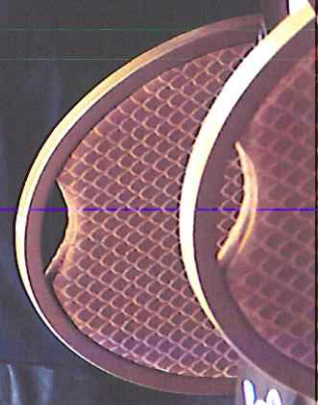
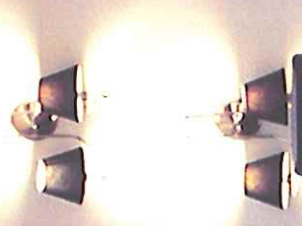
PL-BY-UA
2014-2020


HERITAGE
 Promotion of local culture and preservation of historical heritage


ACCESSIBILITY
 Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication networks and systems


SECURITY
 Common challenges in the field of safety and security


BORDERS
 Promotion of border management and border area development, mobility and migration management

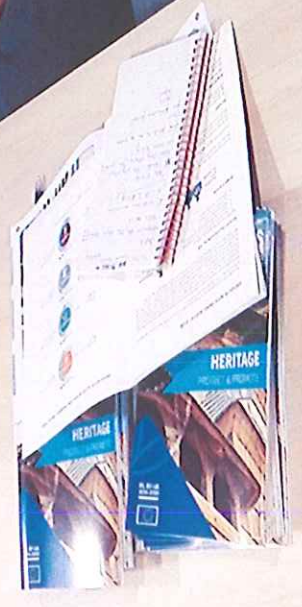


Punkt
Informacyjny
Funduszy
Europejskich

Zapytaj o
Fundusze
Europejskie

Regionalny Program Operacyjny
Województwa Podlaskiego
na lata 2014-2020

Urząd Marszałkowski
Województwa Podlaskiego
ul. Piłsudskiego 15-21/19





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Punkt Informacyjny Funduszy Europejskich

Punkt Informacyjny Funduszy Europejskich







ADAM HAMRYSZCZAK
Podsekretarz Stanu
w Ministerstwie Rozwoju

EWA LENART
Wiceprezident





EUROPEAN UNION

HERITAGE

Promotion of

ACCESSIBILITY

Improvement

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CROSS-BORDER COOPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2014-2020

PL-BY-UA
2014-2020

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HERITAGE

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