

Glossary of terms

For the purposes of the Joint Operational Programme Romania-Ukraine-~~Republic~~
of Moldova and its related documents, the following definitions shall apply:

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Beneficiary (Lead Partner)	A body which signs a grant contract with the Joint Managing Authority and which assumes full legal and financial responsibility for project implementation vis-à-vis that authority; it receives the financial contribution from the Joint Managing Authority and ensures it is managed and, where appropriate, distributed in accordance with the agreements drawn up with its partners; it alone is responsible to the Joint Managing Authority and it is directly accountable to the authority for the operational and financial progress of activities. It is appointed by all project partners.
Budget of project	A presentation of the total costs of a project. This is presented as a table with cost estimates broken down into <u>direct costs</u> (e.g. personnel, office costs, communications, computer costs, daily allowances for travel abroad, etc.) and <u>reimbursable expenses</u> (e.g. equipment, travel, contingencies). Notes should be used to explain any assumptions made.
Call for proposals	A public invitation by the Joint Managing Authority, addressed to clearly identified categories of applicant, to propose operations within the framework of a specific EU programme.
Co-financing	Where two or more parties are involved in funding a project.
Consultants	People providing professional advice for a fee
Contract	An agreement, between two or more persons or entities, with specific terms and an undertaking to provide services and/or supplies in return for a financial consideration.
Contract budget	A summary of the costs of performing the contract. The total of these costs is the contract value. Where grants are concerned: the budget shows the eligible costs for funding and the total costs. The income must also be detailed.

Contract value	The total budget of a contract (eligible costs where grants are concerned).
Contractor	A body which signs a service, works or supply contract with the Joint Managing Authority or with the beneficiary of a grant and which assumes full legal and financial responsibility for implementation of that contract vis-à-vis the Joint Managing Authority/beneficiary of the grant.
Dissemination	- distribution. Dissemination of project information might mean telling a wider audience about a project and its results. This may be by means of seminars, newsletters, press releases and similar methods. This can enable organizations to learn from others' experience.
Efficiency	Carrying out a task with the minimum necessary resources.
European Commission	The Commission of the European Communities.
Evaluation committee	A committee made up of an odd number of members (at least three) with the necessary technical and administrative expertise to give an informed opinion on tenders or grant applications.
Expert	A person engaged by a contractor to provide the expertise required for the proper performance of a contract.
Feasibility Study	An investigation which tries to clearly establish whether a project will work and achieve its expected results. Such a study usually evaluates in detail a project's technical design, its costs and benefits, social and environmental aspects, institutional issues, financial aspects, etc. Feasibility studies are usually carried-out in the preparation stage of the project cycle.
Final beneficiaries of a grant	Those who will benefit from the project in the long term at the level of the society or sector at large.
Financial Agreement	An agreement between the EC and the partner countries, co-signed by the Joint Managing Authority, which determines the objectives and scale of a future programme of assistance.

Grant	A direct payment of a non-commercial nature by the Joint Managing Authority to a specific recipient to implement an operation (or in some cases to finance part of its budget) in order to promote an EC policy aim.
Guidelines for applicants	Document explaining the purpose of a Call for Proposals for grants. It sets out the rules regarding who may apply, the types of operations and costs which may be financed, and the evaluation (selection and award) criteria. It also provides practical information on how to complete the application form, what documents must be annexed, and rules and procedures for applying.
Large-scale projects	Projects comprising a set of works, activities or services intended to fulfill an indivisible function of a precise nature pursuing clearly identified objectives of common interest for the purposes of implementing cross-border investments.
Monitoring	The regular collection and analysis of information about a project (usually at least financial, technical and institutional) in order to check performance compared with its stated objectives, outputs, budget and work plan
Non Governmental Organization (NGO)	Independent, non-profit organizations pursuing a particular agenda or objective, e.g. environmental conservation, industry associations.
Own resources of the countries participating in the joint operational programme	Financial resources from the central, regional or local budget of the participating countries.
Participating countries	The Member State (Romania) and partner countries (Ukraine and Republic of Moldova) taking part in the joint operational programme
Partner countries	Ukraine and Republic of Moldova, as listed in the Annex to Regulation (EC) No 1638/2006
Pre-Feasibility Study	Preliminary assessment of project viability that usually takes place in the Identification stage of the project cycle. Pre-feasibility studies generally cover the same subjects as feasibility studies, but do so in much less detail

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Procurement	The purchase of goods, equipment, services, etc
Project Partner	Participant in a project, responsible for implementation of part of the project's activities, in accordance to the project plan and to the partnership agreement signed with the beneficiary (lead partner) of the grant.
Project Cycle	<p>A useful tool for understanding the various stages that any project will probably go through.</p> <p>The basic model includes the following stages:</p> <ol style="list-style-type: none"> 1. Identification - ideas for potential projects are identified and explored 2. Preparation - the project idea is carefully developed 3. Appraisal - the proposed project is rigorously assessed and adjusted if necessary 4. Funding - decision are taken about funding for the project and how it will be implemented 5. Implementation and Monitoring - the project is carried-out and periodic checks made to ensure it is running according to plan 6. Evaluation - the results of the project are assessed and new projects ideas may be generated
Soft Project	A project that is intended to bring about change and does not have a physical end product; a project which is not principally concerned with construction or equipment provision. 'Soft' projects include activities such as institutional strengthening, training, policy reform, exchange of experience.
Stakeholders	People with an interest, or involvement in a project, and/or who are directly or indirectly affected by its results. It should be noted that not all stakeholders are necessarily in favour of a proposed project
Strategy	A comprehensive set of objectives, and plans for their achievement
ENPI CBC Strategy Paper	The document which is referred to in Article 7(3) of Regulation (EC) No 1638/2006 and which establishes the list of the joint operational programmes, their multiannual indicative envelope and territorial units eligible within each programme

Formatiert: Englisch
(Großbritannien)

Sustainable	A project is sustainable when it can provide an acceptable amount of benefits to the target group during a sufficiently long period after the funder's assistance ceases
SWOT Analysis	A technique for identifying the Strengths, Weaknesses, Opportunities and Threats of the programme area as a basis for discussing programme objectives.
Target groups	The groups/entities that will be directly positively influenced by the project at the Project Purpose level.
Technical assistance	Preparatory work, management, monitoring, evaluation, information, audit and control, and any administrative capacity-building activities necessary for implementation of the joint operational programmes
Technical assistance contract	A contract between a service provider and the Joint Managing Authority, under which the service provider exercises an advisory role, directs or supervises a project, provides the experts stipulated in the contract or acts as a procurement agent.
Tender	A written or formal offer to supply goods, perform services or execute works for an agreed price.
Tender procedure	The overall process of putting a contract out for tender, starting with the publication of a procurement notice and ending with the award of the tendered contract.