



### Address

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**Subject**  
 Letter of Deficiencies

**Person responsible**  
 Jean-Christophe Charlier

**Date**  
 17/07/2013

Dear Mr Rüb,

You have been informed by the Managing Authority that your project “Visible” has been approved by the Programme Committee of the European Territorial Cooperation Programme “Alpine Space”. Congratulations!

As there are still some deficiencies to be corrected in your Application Form (AF) and/or further explanations to be provided, we kindly ask you for the following:

#### Partnership Agreement (PA):

Please ensure that each project partner has at least one photocopy of the signed PA for its files. Furthermore the date of signature of the PA by Project Partner 3 (PP3) is missing and should be confirmed.

**Observers:** Please use the attached Excel template to list the contact data of all the observers involved in the project. Specify as well the role of the observers where relevant in the AF and explain their involvement in a side letter.

#### Application Form:

**Section 1.3:** The executive summary of the project serves for the programme’s communication and will be published directly on the programme website (section “running projects”). It is the first thing people will get to read about our project. You should therefore pay attention to its quality: be simple and clear on what your project is about and what it aims at (ex.: the term “nZEB” is unclear in an executive summary).

**Section 2.3:** Please confirm whether the project management is externalised or not.

**Section 2.5:** The following data should be checked, corrected or added:

- PP1: please change the general email ([raee@raee.org](mailto:raee@raee.org)) to a personal e-mail of the legal responsible.
- PP1: the legal responsible and the contact person have the same phone number. Please insert the personal phone of both persons.



**Section 3.13:** Please describe how and which kinds of synergies are planned with the mentioned projects.

**Section 3.14:** Please use the attached Excel template to monitor your project indicators and to explain what is behind the target figures for each of them. Please provide an indication of when they will occur i.e. in which reporting period; if possible indicate as well the PP responsible, the WP and action. Please countercheck the indicators also with indications on outputs and results in Sections 3.5.1 and 4.1 (for instance: The target value of the I&P indicators, seem low compared to the ambition of the project).

**Section 4.1:** Please use the attached Excel template that shall provide a comprehensive overview of the planned outputs per WP and will help monitoring their achievement during project implementation.

- WP2: Please consider revising the description or the timing of action 2.2; the description mentions three events while the Gantt chart shows four of them.
- WP3 & WP5: Please consider clarifying the description of these two WPs in order to avoid any overlaps. This is linked to the comment on section 6.2 (see below).
- WP5: Please consider revising the timing of action 5.3 (currently planned from August to October 2014) because EU Sustainable Energy week usually takes place in June.

**Section 4.2:** Please consider reviewing the second milestone to reflect the timing of the EU Sustainable Energy week (see above). Milestones are used to monitor progress; they give indication on the progress of activities. They help to determine whether the project is on schedule or not. A milestone is an important step reached, a key deliverable realised. It marks the completion of a work/project phase but not the end of the project.

**Section 6.2:** At slightly more than 14% of the overall budget, WP3 budget seems rather low for a capitalisation project. All PPs should be able to cover the expenses related to the organisation of events and outputs to be prepared and the participation to project events. Please explain and confirm WP3 budget or, if necessary, reallocate it.

As a general recommendation, you should advise your PPs to countercheck again all cost category allocations with the transnational and national eligibility rules (First Level Control manuals). The relevant Alpine Space Contact Points should be contacted in case of doubts. If relevant, please correct the allocation in the financial tables accordingly and provide us with an explanation.

A revised AF, the excel template and a side letter containing all the requested changes and explanations shall be submitted (e-version is sufficient) to the JTS [jts@alpine-space.eu](mailto:jts@alpine-space.eu) as soon as possible, at the latest by **31 July 2013**. The JTS will only check the AF sections mentioned above; therefore all other sections shall remain unchanged. The revised AF will be the basis for the further implementation of your project.

For any further questions, please do not hesitate to contact Jean-Christophe Charlier (phone: +49 (0) 89 9214 1816 - email: [jean-christophe.charlier@alpine-space.eu](mailto:jean-christophe.charlier@alpine-space.eu)). We look forward to working with you.

Yours sincerely,



Thomas Fleury  
Team Coordinator