



Estonia
Latvia
Russia



ENPI cross border
cooperation programme

part-financed by
the European Union

united by borders

HOW TO PREPARE CONCEPT NOTE FOR SUBMISSION

2nd Call of Proposals

Joint Technical Secretariat

Applicants seminar

When to submit?

Till Monday, 27 February, 2012

40 DAYS



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What to submit?

Form of **CONCEPT NOTE** available for download www.estlatrus.eu



How to apply



Concept note

How to submit?

CONCEPT NOTE



AND



PAPER VERSION:

- 1. regular mail**
(registered letter)
- 2. reliable courier service**
- 3. hand-delivery**

ELECTRONICALLY:

by email as an attachment



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How to prepare the Concept Note in paper version?

ORIGINAL CONCEPT NOTE MUST BE:

- 1. Completed** - Filled in English, no hand written documents. At the end of Concept note is the Check list!
- 2. Printed out** - Concept Note on A4 size paper (suggested both sided)
- 3. Signed** - by authorised person or head of the organisation and project partner organisation (if applicable)
- 4. Stamped** - with official stamp (if available)
- 5. Dated** - date of signature
- 6. Either bound or stitched together** – in the way that the way that the pages cannot be replaced
- 7. Copy of the Concept Note** – also has to be either bound or stitched together and certified (signed, stamped, dated)! **Make an identical copy for yourself!**

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How to prepare the envelope?

**ONE ORIGINAL AND ONE COPY
OF THE PAPER VERSION IN
ONE
ENVELOPE**

must bear the following sentences:

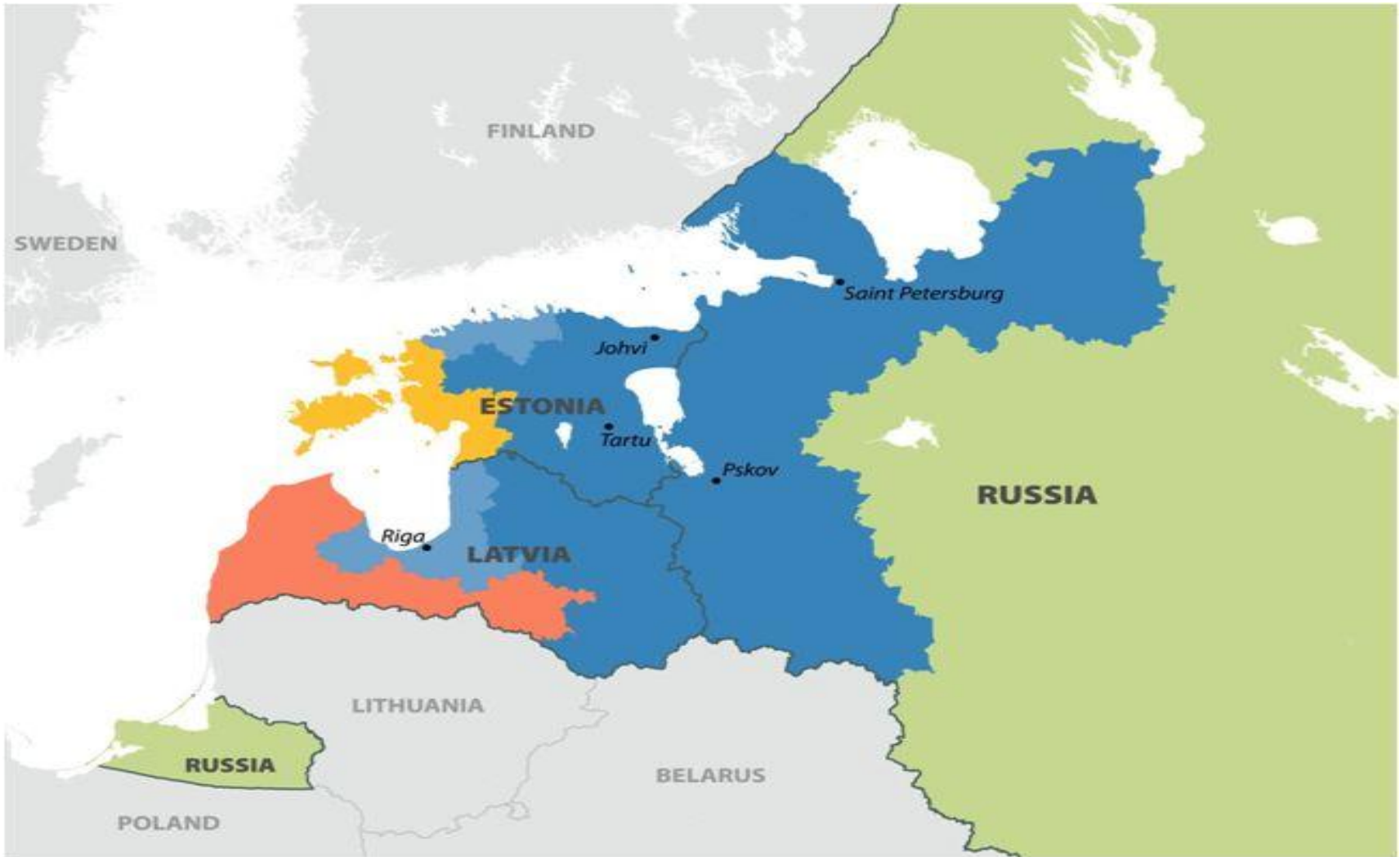
Application for Estonia-Latvia-Russia CBC Programme within ENPI 2007-2013. The Second Call for Proposals. Not to be opened before the opening session

and
full name of the applicant
and
address of the applicant



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Locations for submission of the paper version



Where to submit the Concept Note in paper version?

TO **ONE** OF THE FOLLOWING ADDRESSES:

Joint Technical Secretariat	Joint Technical Secretariat Branch Office in Tartu, Estonia	Joint Technical Secretariat Branch Office in Jõhvi, Estonia	Joint Technical Secretariat Branch Office in St.Petersburg, Russia	Joint Technical Secretariat Branch Office in Pskov, Russia
Ausekļa Street 14-3 (3rd floor), LV-1010, Riga, Latvia	Sõbra 56 (5th floor), 51013 Tartu, Estonia	Pargi 27 (1st floor), 41537 Jõhvi, Estonia	14 Izmailovsky prospect, office 316, St.Petersburg, 190005, Russia	Sovetskaya str. 60A, Pskov, 180001, Russia

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How to prepare the Concept Note electronically?

REQUIREMENTS AND INFORMATION:

- 1. Completed** - Electronic version of the **Concept Note (recommended as .pdf)** file as required in Guidelines
- 2. Suggested 'subject'** of the email - **acronym** of the Project
- 3. E-mails are not opened** - automatic reply. Opened **ONLY** after the deadline has passed
- 4. ☒ = @** - electronic versions of the Concept Note sent by email must be **exactly the same** as those submitted in paper version
- 5. Each Concept Note has to be submitted separately** - **in case** an applicant wants submit several different Concept Notes



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Where to submit the Concept Note electronically?

AS ATTACHMENT to the address:

project@estlatrus.eu

The Example of Automatic reply :

Dear Sender,

Your **email** has been received on **dd.Month2012 on hh:mm:ss**
The message will not be opened before 28 February 2012.
If you have questions about the Call for Proposals, please
send them to the email address info@estlatrus.eu

- In case you enquire about 2nd Restricted Call of Proposals, send your message to info@estlatrus.eu
- In case you have questions related to 1st Open Call of Proposals or any other issues, please, refer directly to your Project Manager or any Joint Technical Secretariat staff you consider to be helpful with respect to your enquiry. The JTS contacts are available on the Programme web page

Specification of the deadline

ELECTRONICALLY	HAND DELIVERY/ COURIER SERVICE	REGULAR MAIL
<p>The Application must arrive! in 27 February, 2012 not later than midnight 23:59:59 - local time of the location of the server (Latvian time)</p>	<p>The deadline for receipt is as evidenced by the signed and dated Certificate of receipt, not later than 27 February, 2012, 16:00 local time of respective JTS /BO.</p>	<p>The postal stamp on the Concept Note Envelope not later than 27 February, 2012 (Check working hours of your closest post Office on Mondays!)</p>
<h2>ATTENTION!</h2>		
<ul style="list-style-type: none"> • Any Concept Note arriving after the deadline will not be the subject for evaluation. • We kindly ask not to leave the sending of the Concept Note close to the midnight - server might be overloaded and receiving may be delayed for unexpected reasons! 	<ul style="list-style-type: none"> • Certificate of receipt receives deliverer/representative of courier service personally from the JTS/BO staff, who registers the Concept Notes` Envelope. 	<ul style="list-style-type: none"> • Applications sent by mail have to arrive to one of above mentioned addresses not later than one month after the deadline. • Any Application submitted (as evidenced at postal stamp on the Envelope) after the deadline or arriving later then one month after deadline (respectively will reach any of JTS Offices after 27 March), will not be subject of evaluation.

Contact information

www.estlatrus.eu

Phone: +371 6750 9520

Email: info@estlatrus.eu



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Contacts

Joint Technical Secretariat

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only for Lõuna-Eesti and Kesk-Eesti areas
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