

National Procedure of Approval and Registration of the ITA Projects in Belarus

In accordance with the Decree of the President of the Republic of Belarus date October 22nd, 2003 № 460 “About International Technical Assistance to the Republic of Belarus” (<http://www.pravo.by/document/?guid=3871&p0=P30300460>) in order to receive Programme funding and implement activities of the project the Belarusian Lead Beneficiaries and Beneficiaries are obliged to pass successively the procedure of national approval and procedure of national registration of international technical assistance (ITA) projects in Belarus. These procedures are necessary for all types of grants, regardless of numbers of events and amounts of financial resources.

Implementation of ITA projects in Belarus without their prior registration in the Ministry of Economy of Belarus is prohibited. At the same time fulfillment of Belarusian national procedures provides an opportunity to use the mechanism of tax and customs exemption.

Details of the procedures of approval and registration are set by the Resolution of the Council of Ministers of the Republic of Belarus date November 21st, 2003 No.1522 “On certain measures aimed at implementing the Decree of the President of Belarus No. 460 date October 22, 2003” (<http://www.pravo.by/document/?guid=3871&p0=C20301522>).

In accordance with the legislation of Belarus, ITA projects to be implemented within Programme PBU 2014-2020 are divided into:

- Projects, carried out by the method of national execution;
- Mini-projects;
- Other projects.

The method of national execution of ITA project (programme) – the method of implementing of ITA projects (programmes), which envisages that the funds intended for the project (programme) implementation are transferred in full to the account of the international technical assistance beneficiary who carries out the project, while goods and other assets assigned for the project are transferred to the ITA beneficiary (state ownership, economic jurisdiction or operational management of a state organization who obtains such assistance). The project is recommended for implementation by the Decision of the Commission on International Technical Cooperation under the Council of Ministers of the Republic of Belarus (*in regard to Programme PBU 2014-2020 – this method is applicable for Belarusian LIPs, regular projects in case of a Belarusian Lead Beneficiary and projects with small budgets approx. ~30 000 EUR in case of a Belarusian Lead Beneficiary*).

ITA mini-project – ITA project with implementation period of not more than one year and total amount of funds provided for its implementation, including foreign currency, goods (assets), performance of works, provision of services, for amount not more than 3 thousand basic units (*approx. ~30 000 EUR*). The project is recommended for implementation by the Decision of the Commission on International Technical Cooperation under the Council of Ministers of the Republic of Belarus (*in regard to Programme PBU 2014-2020 applicable for projects with small budget, if the budget does not exceed 3 thousand basic units*).

Other projects – all the projects which don't fall under the two above-mentioned definitions. The project is recommended for implementation by the Resolution of the Council of Ministers of the Republic of

Belarus (in regard to Programme PBU 2014-2020 – regular projects in case of a Belarusian Beneficiary and projects with small budgets over ~30 000 EUR in case of a Belarusian Beneficiary).

The ITA recipient (beneficiary) irrespectively to the method of approval should submit **the following documents** to the Ministry of Economy **for the national approval and registration procedure**:

1. ITA receiver's request (covering letter) in arbitrary form compiled in accordance with the requirements;
2. Application for project registration, drawn up in accordance with the form established by the Ministry of Economy of the Republic of Belarus;
3. Original or certified copy of project in duplicate (*in regard to Programme PBU 2014-2020 – the signed grant contract with all annexes*);
4. Translation of the original of the project into Belarusian or Russian (authorized by a translator or stamped by the Beneficiary organization) in duplicate;
5. Project passport in the form established by the Ministry of Economy of the Republic of Belarus in duplicate.

The abovementioned forms (an application for project registration, a project passport) are available on the official web-site of the Ministry of Economy of the Republic of Belarus: http://www.economy.gov.by/ru/mtp_1-ru/

These forms should be written in font size 14 pt. in Times New Roman. All columns of the form are obligatory. It's not allowed to delete columns from the forms.

Projects submitted without these documents, as well as containing mutually exclusive provisions and (or) inaccurate information, shall be returned within five days from the date of receipt to the Ministry of Economy of the Republic of Belarus. In case of positive consideration of submitted documents, the project goes through the national approval procedure, which may take several months.

If the Commission on International Technical Cooperation under the Council of Ministers of the Republic of Belarus decides not to approve or give recommendations for project approval, the Ministry of Economy informs the recipient of international technical assistance about the decision taken by the Commission within five days from the date of the decision. If the Commission takes a decision to recommend the project for approval, the Belarusian beneficiaries must register the project at the Ministry of Economy of the Republic of Belarus.

During project implementation it is allowed to introduce amendments and/or addenda into the project. The registration of the introduced amendments and/or addenda is carried out by the Ministry of Economy of the Republic of Belarus provided the overall and specific objectives of the project are preserved, as well as the changes in the total amount of financing do not exceeding 50% of the earlier registered amount.

In case a project involves two or more BY beneficiaries, they should decide which of them will uptake the responsibility to undergo the national procedure of approval and registration of the project with the Ministry of Economy of RB (note: the procedure of approval of lists of goods (works, services) to be used to implement the project is fulfilled by each BY beneficiary separately).

| Type of projects from the point of view of the Programme | Type of the national approval and registration procedure applied | |
|---|--|---|
| | Method of national execution through the Decision of the Commission on ITC | Resolution of the Council of Ministers of the Republic of Belarus |
| Belarusian LIPs | ✓ | |
| Regular projects with BY Lead Beneficiary | ✓ | |
| Regular projects with BY Beneficiary | | ✓ |
| Projects with small budget under ~30 000 EUR | ✓ | |
| Projects with small budget above ~30 000 EUR with BY Lead Beneficiary | ✓ | |
| Projects with small budget above ~30 000 EUR with BY Beneficiary | | ✓ |