

# Comprehensive Graphic Identity Manual

Operational programme IPA Slovenia-Croatia 2007-2013

February 2009



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## 1.1 Logo

The logo foregrounds both countries which participate in the Operational programme IPA Slovenia-Croatia 2007-2013. The heart of logo is the banner of the European Union framed with stylized flags of both partner countries and their international country codes utilized in web. An essential constituent is the denomination „Instrument For Pre-Accession Assistance“. The logo exists in the following language variants: Slovenian, English, Croatian and bilingual. Logo can also be used without programme title. The minimum size of the logo, which still ensures legibility, amounts to 10 mm height.



*logo*



minimum 10 mm

*minimum height*

## 1.1 Logo

language variants



## 1.1 Logo

language variants



## 1.2 Logo colours and fonts

The primary colour of the Operational programme IPA Slovenia-Croatia 2007-2013 is blue (see below). Red can be used as secondary colour (see below).



Pantone Yellow  
C o M o Y 100 K o



Pantone 287  
C 93 M 77 Y o K o



Pantone 485  
C o M 94 Y 89 K o

## 1.3 Logo positioning

The exclusion zone, to which must adhere coercively, gives the logo - already by its content and appearance a coherent unit - further importance. Logo is always positioned on a white background and right-aligned (apart from electronic media). The exclusion zone (white zone) depends on the logo height ( $x$ ). As an additional exclusion zone a white surface which is  $X/4$  wide can be added at the top and bottom. The distance to the right margin depends as well on the logo size and amounts at least  $y/4$  and maximum  $y/2$ . If the white zone is not drawn through the whole document length, only  $x/4$  is added to the left side of the logo.



*exclusion zone height is minimum:  $X/4 + x + x/4$*

*exclusion zone width is minimum:  $x/4 + y + y/4$*

## 1.4 Logo variants

There are three variants of the logo. Basic logo set on a white background is mostly used (see 1.3). Other variants are used if technology does not allow the use of basic colour logo.



*colour variant*



*black and white variant*



*negative variant*

## 1.5 Logo in greyscale

On a black and white background a black and white logo is used in print if there is up to 49 % of black in the background. If the amount of black is higher, logo is used in negative.



## Logo on coloured background

By positioning the logo on coloured backgrounds, it needs to be observed that the logo is positioned within the white exclusion zone (see 1.3). On small advertising materials (e.g. pencil, USB stick, rubber) the logo can be positioned on a coloured background, if compatible. In these cases a greyscale version of the logo is recommended.

## 1.6 Font

Required font is used for all the applications of graphic images and shaping of operational prints, advertising materials and advertisements. As primary font Calibri Regular is used. If this is not possible, the secondary font, Arial, is used.

Calibri - Regular    *a b c č ć d ě e f g h i j k l m n o p r s š t u v z ž q w y x*  
*A B C Č Ć D Ě E F G H I J K L M N O P R S Š T U V Z Ž Q W Y X*  
*1 2 3 4 5 6 7 8 9 0*

Calibri - Bold        ***a b c č ć d ě e f g h i j k l m n o p r s š t u v z ž q w y x***  
***A B C Č Ć D Ě E F G H I J K L M N O P R S Š T U V Z Ž Q W Y X***  
***1 2 3 4 5 6 7 8 9 0***

Calibri - Italic      *a b c č ć d ě e f g h i j k l m n o p r s š t u v z ž q w y x*  
*A B C Č Ć D Ě E F G H I J K L M N O P R S Š T U V Z Ž Q W Y X*  
*1 2 3 4 5 6 7 8 9 0*

Calibri - BoldItalic    ***a b c č ć d ě e f g h i j k l m n o p r s š t u v z ž q w y x***  
***A B C Č Ć D Ě E F G H I J K L M N O P R S Š T U V Z Ž Q W Y X***  
***1 2 3 4 5 6 7 8 9 0***



## 2.1 Print business cards

Business card is an important part of the whole graphic image. Card dimensions are 84 x 52 mm. Logo is located to the right margin. Distance from the right margin depends on the logo size ( $=y/2$ ). In the business card example logo's height is 10 mm ( $x = 10$  mm). If the card is bilingual, one side is in Slovenian and the other in English language. The zone in the basic colour on the left margin (see 1.2) is 5 mm wide.



Calibri Bold 9 pt

Calibri Regular 7,7/8 pt

Calibri Regular 7,3/7,7 pt

The Mix Black Black Caps 20,5 pt  
K = 20 %



Bilingual business card -  
front side



Bilingual business card -  
back side

## 2.2 Print letter paper

The logo of the Government Office for Local Self-Government and Regional Policy is on the left side and on the right (2 cm from the right margin) is the logo of the Operational programme IPA Slovenia - Croatia 2007-2013. Logo height (x) is 12 mm. The basic colour zone on the left margin (see 1.2) is 10 mm wide.

1 cm

REPUBLIKA SLOVENIJA



SLUŽBA VLADE REPUBLIKE SLOVENIJE  
ZA LOKALNO SAMOUPRAVO IN  
REGIONALNO POLITIKO

Kotnikova 28, 1000 Ljubljana,  
Tel.: (01) 308-31-78 Fax: (01) 478-36-19



2 cm

Calibri Regular  
11/13,2 pt

Ime priimek  
Cesta  
Poštna številka in kraj

**Lorem ipsum**

Lis nulputp atiniam ver alit iriusto et illuptat. Dunt nisi.Ustin velesto eugiam, si.Ud erillamcon eugait lor sequis ing estrud dolore magnit lor si tatie consequis do dolortie eugiat del ea at.Accusnan vel del essequis ex exerat dolore vel del dolobor percil utem velit praese vel utate vullum iuscinci blaorem vel dolutat.

Uptatem iuscin volore vendigna at adio odipsum velenibh el ipit lum velit nosto commy nulluptat. Ut ullam, veliquat, suscip elis dignit ad moloreetue min ut ad tatet venibh euisi eum zbrit nulla amcommod doluptat, sit ulla faccum quamet praessenit in ea feuis dolortion vel dolorperat, consenisi bla consequam iurero commolesse do corpercipsum dolut lobortionsed tio odolore consenibh eu facil ut vel utpatinisim irillum in ute vel utem dolenim dolesequat. Cum nibh ea feugiat lam quate exercilit wis nullan ut volor sit dip eugait, qui euis ad ming elit nonsequisi.

Ex ex eum eu feu faci tat lum ver augait auguer sum atio consenissi el ut at lutpat aut luptatet incidunt ad elismodiat. Ut la conulputet am, quis dolobor adionsequat velis ercipisl eum irilit ute tem dip eugait aci blandre commolobore dolor suscip eliquat. Rud tis alit iuscil iureet lortinit, quipis dolore conseniatue magna aut voluptat la feumsan dionsequat lutem in ulputpat vel enisi tem ip estin hendrem ipit dolor iure dolore etue digna am zbrit incidunt ad dunt lutpati onsenis issenis ad tatumsandre enim iriusscil utpat, corem zrrillum zrril irit dolortie venisim velessequat.

To od dolorperosto doluptat atum quam, quamcon senibh euguer inci tie molumsandre faccum delit am zbrit wis nim venibh enim nim velesenis auguer ipit adignit ea feugiam commodolor acilla alit vel irit wis at. Exer in vendrer ostisi ionsed exerostisim num del exer senis essi. Rit ing eu feugait loboreet ut nonsectet dipsum dui ero euis aut ip erit exero eum at.

Lorem ispum

Ime priimek

Calibri Bold 12 pt

Calibri Regular  
11/13,2 pt



**Naložba v vašo prihodnost**  
Operacija delno financirana Evropska unija  
Instrument za predpristopno pomoč

Služba Vlade Republike Slovenije za lokalno samoupravo in regionalno politiko (SVLR), Oddelek za Cilj 3, IPA, INTERREG in PHARE, Skupni tehnični sekretariat Slovenija-Hrvaška 2007-2013/Zajedničko tehničko tajništvo Slovenija-Hrvatska 2007-2013, Kotnikova 28, 1000 Ljubljana, tel: +386 1 478 3735, e-pošta: jts-si-hr.svlr@gov.si

14




Calibri Regular  
8/10,5 pt

## 2.2 Print letter paper




		<p>REPUBLIC OF SLOVENIA</p> <p>GOVERNMENT OFFICE FOR LOCAL SELF-GOVERNMENT AND REGIONAL POLICY</p> <p>Kotnikova 28, SI-1000 Ljubljana, Phone: + 386 1 308-31-78 Fax: + 386 1 478-36-19</p>		
<p>1 cm</p> <p>3 cm</p> <p>Calibri Regular 11/13,2 pt</p>	<p>Name Surname Street City and Postal Code</p>	<p><b> Lorem ipsum </b></p> <p> Lis nulputp atiniam ver alit iriusto et illuptat. Dunt nisi.Ustin velesto eugiam, si.Ud erillamcon eugait lor sequisl ing estrud dolore magnit lor si tatie consequis do dolortie eugiat del ea at.Accumsan vel del essequis ex exerat dolore vel del dolobor percil utem velit praese vel utate vullum iuscinci blaorem vel dolutat.</p> <p> Uptatem iuscin volore vendigna at adio odipsum velenibh el ipit lum velit nosto commy nulluptat. Ut ullam, veliquat, suscip elis dignit ad moloreetue min ut ad tatet venibh euisi eum zzrit nulla amcommod doluptat, sit ulla faccum quamet praessenit in ea feuis dolortion vel dolorperat, consenisi bla consequam iuero commolesse do corpercipsum dolut lobortionsed tio odolore consenibh eu facil ut vel utpatinisim irillum in ute vel utem dolenim dolesequat. Cum nibh ea feugiat lam quate exercilit wis nullan ut volor sit dip eugait, qui euis ad ming elit nonsequisi.</p> <p> Ex ex eum eu feu faci tat lum ver augait auguer sum atio consenissi el ut at lutpat aut luptatet incidunt ad elismodiat. Ut la conulputet am, quis dolobor adionsequat velis ercipisl eum irilit ute tem dip eugait aci blandre commolobore dolor suscip eliquat. Rud tis alit iuscil iureet lortinit, quipis dolore conseniatue magna aut voluptat la feumsan dionsequat litem in ulputpat vel enisi tem ip estin hendrem ipit dolor iure dolore etue digna am zzrit incidunt ad dunt lutpati onsenis issenis ad tatumsandre enim iriscil utpat, corem zzrillum zzril irit dolortie venisim velessequat.</p> <p> To od dolorperosto doluptat atum quam, quamcon senibh euguer inci tie molumsandre faccum delit am zzrit wis nim venibh enim nim velesenis auguer ipit adignit ea feugiam commodolor acilla alit vel irit wis at. Exer in vendrer ostisi ionsexerostisim num del exer senis essi. Rit ing eu feugait loboreet ut nonsectet dipsum dui ero euis aut ip erit exero eum at.</p> <p> Lorem ispum</p> <p> Name Surname</p>	<p>2 cm</p> <p>x</p> <p>WWW.SI-HR.EU</p> <p>Calibri Bold 12 pt</p> <p>Calibri Regular 11/13,2 pt</p>	
	 <p><b> Investing in your future </b> Operation part financed by the European Union Instrument for Pre-Accession Assistance</p>			
	<p>Government Office for Local Self-Government and Regional Policy (GOSP), Unit for Objective 3, IPA, INTERREG and PHARE, Joint Technical Secretariat Slovenia-Croatia 2007-2013, Kotnikova 28, 1000 Ljubljana, phone: +386 1 478 3735, e-mail: jts-si-hr.svlr@gov.si</p>			
	<p>Calibri Regular 8/10,5 pt</p>			

## 2.3 Print fax messages

The letter head of the fax message is set like in a standard official letter. Due to the fact that the technology does not support colours, both logos and the obligatory organization title are in black and white variant and the graphic element on the left margin is not used.

	<p>REPUBLIKA SLOVENIJA</p> <p>SLUŽBA VLADE REPUBLIKE SLOVENIJE ZA LOKALNO SAMOUPRAVO IN REGIONALNO POLITIKO</p> <p>Kotnikova 28, 1000 Ljubljana, Tel.: (01) 308-31-78 Fax: (01) 478-36-19</p>	 <p>INSTRUMENT ZA PREDPRISTOPNO POMOČ INSTRUMENT PRETPRISTUPNE POMOČI</p> <p><b>WWW.SI-HR.EU</b></p>
<p>2 cm ← → 2 cm</p>		
<p><b>FAKS</b></p>		
Naslovník/ <i>Primatelj</i>	.....	
Pošiljatelj/ <i>Pošiljatelj</i>	.....	
Datum/ <i>Datum</i>	.....	
Zadeva/ <i>Predmet</i>	.....	
Št. strani/ <i>Br. strana</i>	.....	
<p><b>Naložba v vašo prihodnost</b> Operacijo delno financira Evropska unija Instrument za predpristopno pomoč</p> 		
<p><b>Ulaganje u vašu budućnost</b> Operaciju dijelomično financira Evropska unija Instrument pretpristupne pomoći</p>		
<p>Služba Vlade Republike Slovenije za lokalno samoupravo in regionalno politiko (SVLR), Oddelek za Cilj 3, IPA, INTERREG in PHARE, Skupni tehnični sekretariat Slovenija-Hrvaška 2007-2013/Zajedničko tehničko tajništvo Slovenija-Hrvatska 2007-2013, Kotnikova 28, 1000 Ljubljana, tel: +386 1 478 3735, e-pošta: jts-si-hr.svlr@gov.si</p>		

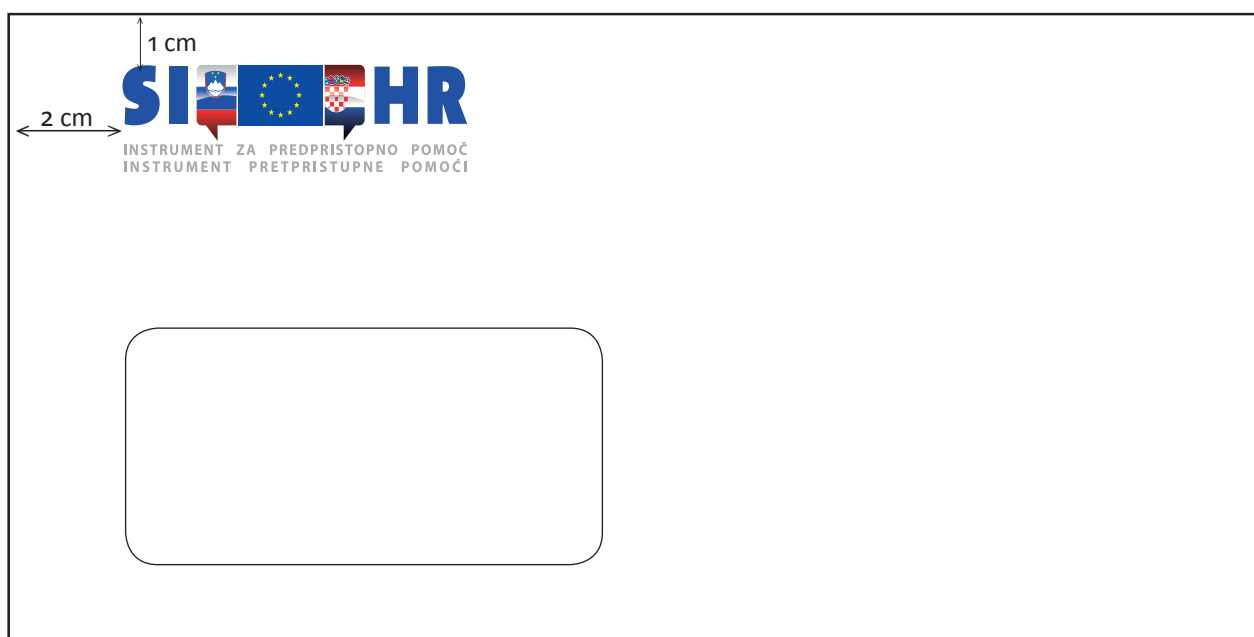
2.3 Print fax messages

← 2 cm →	<p>REPUBLIC OF SLOVENIA</p>  <p>GOVERNMENT OFFICE FOR LOCAL SELF-GOVERNMENT AND REGIONAL POLICY</p> <p><small>Kotnikova 28, SI-1000 Ljubljana, Phone: + 386 1 308-31-78 Fax: + 386 1 478-36-19</small></p>	 <p>INSTRUMENT FOR PRE-ACCESSION ASSISTANCE</p> <p><b>WWW.SI-HR.EU</b></p>	← 2 cm →
FAX			
From	.....		
To	.....		
Date	.....		
Subject	.....		
Pages	.....		
 <p><b>Investing in your future</b> Operation part financed by the European Union Instrument for Pre-Accession Assistance</p>			
<p><small>Government Office for Local Self-Government and Regional Policy (GOSP), Unit for Objective 3, IPA, INTERREG and PHARE, Joint Technical Secretariat Slovenia-Croatia 2007-2013, Kotnikova 28, 1000 Ljubljana, phone: +386 1 478 3735, e-mail: jts-si-hr.svlr@gov.si</small></p>			

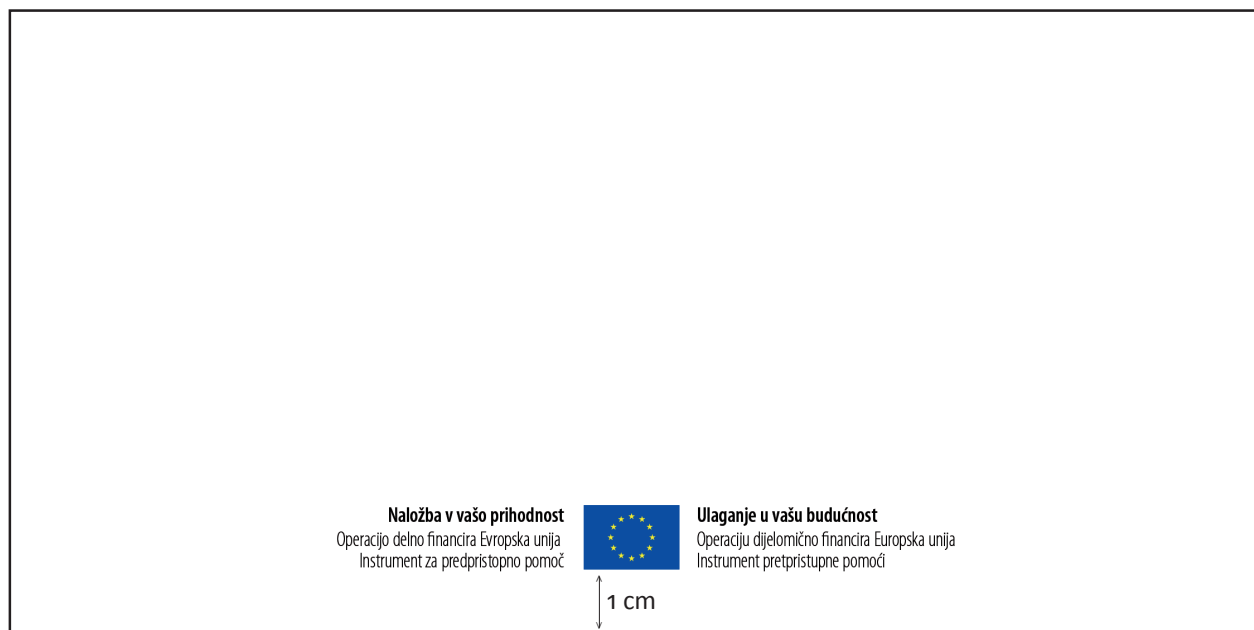
## 2.4 Print envelope (with and without window)

The logo of the Operational programme IPA Slovenia-Croatia 2007-2013 (a minimum size is 12 mm) is set on the left top margin for every size. On the left margin it is directed with the position of the window, which is usually set 2 cm of the left margin. Logo should be set 1 cm of the left margin. The position of the obligatory organization title depends on the envelope size. On the envelope, type American, with or without window, the obligatory organization title has to be placed on the bottom margin of the back side (in the middle and 1 cm off the bottom margin). Regarding envelope size C5 (162 x 229 mm) or size C4 (229 x 234) the obligatory organization title is placed on the left bottom margin of the front size. Space from the bottom margin has to be at least 15 mm. Bilingual logo is not set 2 cm of the left margin, but the flags of the EU, which are on the logo, and the obligatory organization title are placed on one line.


American (front side)




American (back side)



Example C5




1 cm  
2 cm

**SI**    **HR**  
INSTRUMENT FOR PRE-ACCESSION ASSISTANCE







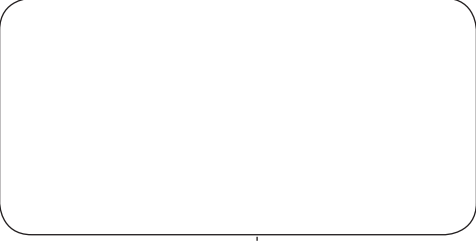
**Investing in your future**  
Operation part financed by the European Union  
Instrument for Pre-Accession Assistance

15 mm





1 cm

**SI**    **HR**  
INSTRUMENT ZA PREDPRISTOPNO POMOĆ  
INSTRUMENT PRETPRISTUPNE POMOĆI



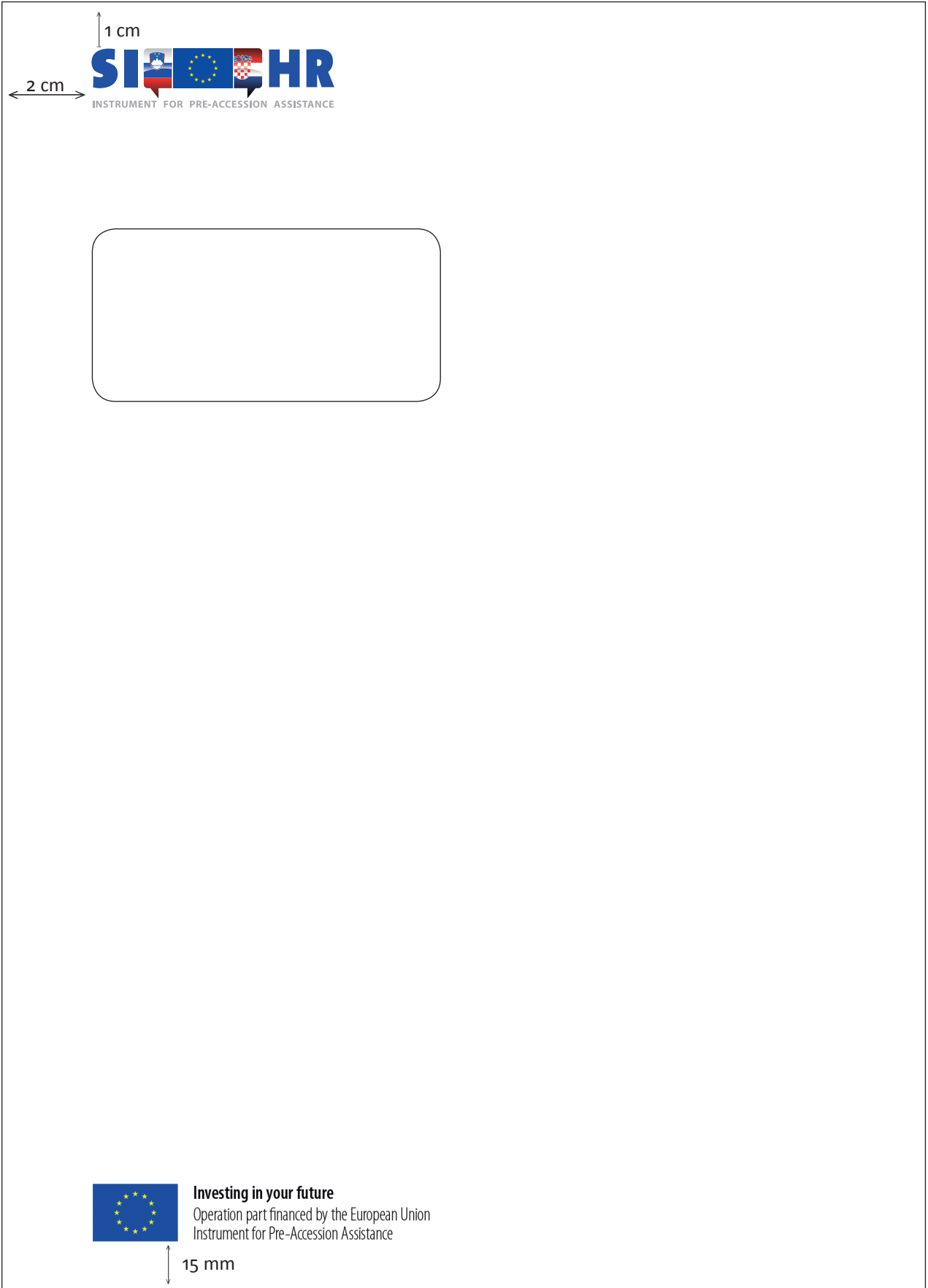
**Naložba v vašo prihodnost**  
Operacijo delno financira Evropska unija  
Instrument za predpristopno pomoč



**Ulaganje u vašu budućnost**  
Operaciju dijelomično financira Evropska unija  
Instrument pretpristupne pomoći

15 mm

Example C4





## 2.5 Print note pad

Note pad size is A4. Basic colour zone on the left margin (see 1.2) is 10 mm wide and programme logo is set on the right margin. Logo height (x) is 12 mm. Footer is positioned 10 mm from the bottom margin, 20 mm from the left and 10 mm from the right margin. Font is Calibri Regular 8.5/10 pt. Black lines with dots, which are 0.6 pt wide, start 35 mm from the top margin, space between them is 8.2 mm, the distance to the left margin is 20 mm and 10 mm to the right margin. Space between the last line and obligatory organization title is at least 10 mm.

**SI HR**  
INSTRUMENT ZA PREDPRISTOPNO POMOČ  
INSTRUMENT PRETPRISTUPNE POMOČI

**WWW.SI-HR.EU**

**Naložba v vašo prihodnost**  
Operaciju delno financira Evropska unija  
Instrument za predpristopno pomoč

**Ulaganje u vašu budućnost**  
Operaciju dijelomično financira Evropska unija  
Instrument pretpristupne pomoći

Služba Vlade Republike Slovenije za lokalno samoupravo in regionalno politiko (SVLR), Oddelek za Cilj 3,  
IPA, INTERREG in PHARE, Skupni tehnični sekretariat Slovenija-Hrvaška 2007-2013/Zajedničko tehničko tajništvo,  
Slovenija-Hrvaška 2007-2013, Kotnikova 28, 1000 Ljubljana, tel: +386 1 478 3735, e-pošta: jts-si-hr.svlr@gov.si

## 2.6 Print folder

The example of the folder for the programme contains the basic colour (see 1.2). As explained in 1.3, logo is set on the white zone and on the right margin. Logo height (x) is 12 mm. Obligatory organization name is set on the back side. Other graphic or image elements on the outer side are not scheduled; if needed, they are set on the inner sides of the folder. The final folder shape is adjusted to technical circumstances (different groove size, business card space etc.).

<p>Čezmejno sodelovanje Operativni program IPA Slovenija-Hrvaška 2007-2013</p>		<p>WWW.SI-HR.EU</p>
<p>Prekogranična suradnja IPA Prekogranični program Slovenija-Hrvatska 2007-2013</p>	<p>    <b>Nalobna vrsta priložnost</b>          Operativni program Evropske unije          Instrument za predratno pomoč       </p> <p>    <b>Ilazna vrsta priložnost</b>          Operativni program Evropske unije          Instrument za predratno pomoč       </p>	<p>    <b>SI-HR</b>          INSTITUMENT ZA PREDPRISTUPNE POMOČI          INSTRUMENT PREPRISTUPNE POMOČI       </p> <p>    <b>2</b> </p> <p>WWW.SI-HR.EU</p>

## 2.7 Print labels

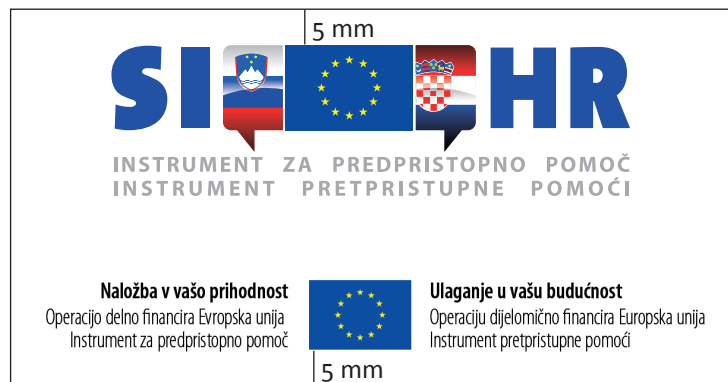
As required, there are available 4 sizes of labels to chose from. Colour logo on the white background is always set on the label. Logo and the obligatory organization title is positioned concentrically.

In the 4th variant logos an exception, here the logo is set on the right margin (see 1.3), the obligatory organization title to its left. Size: 1st label: 105 x 74 mm, 2nd label: 96 x 50.8 mm, 3rd label: 70 x 50 mm, 4th label: 158 x 20 mm.

1st label



2nd label



3rd label



4th label

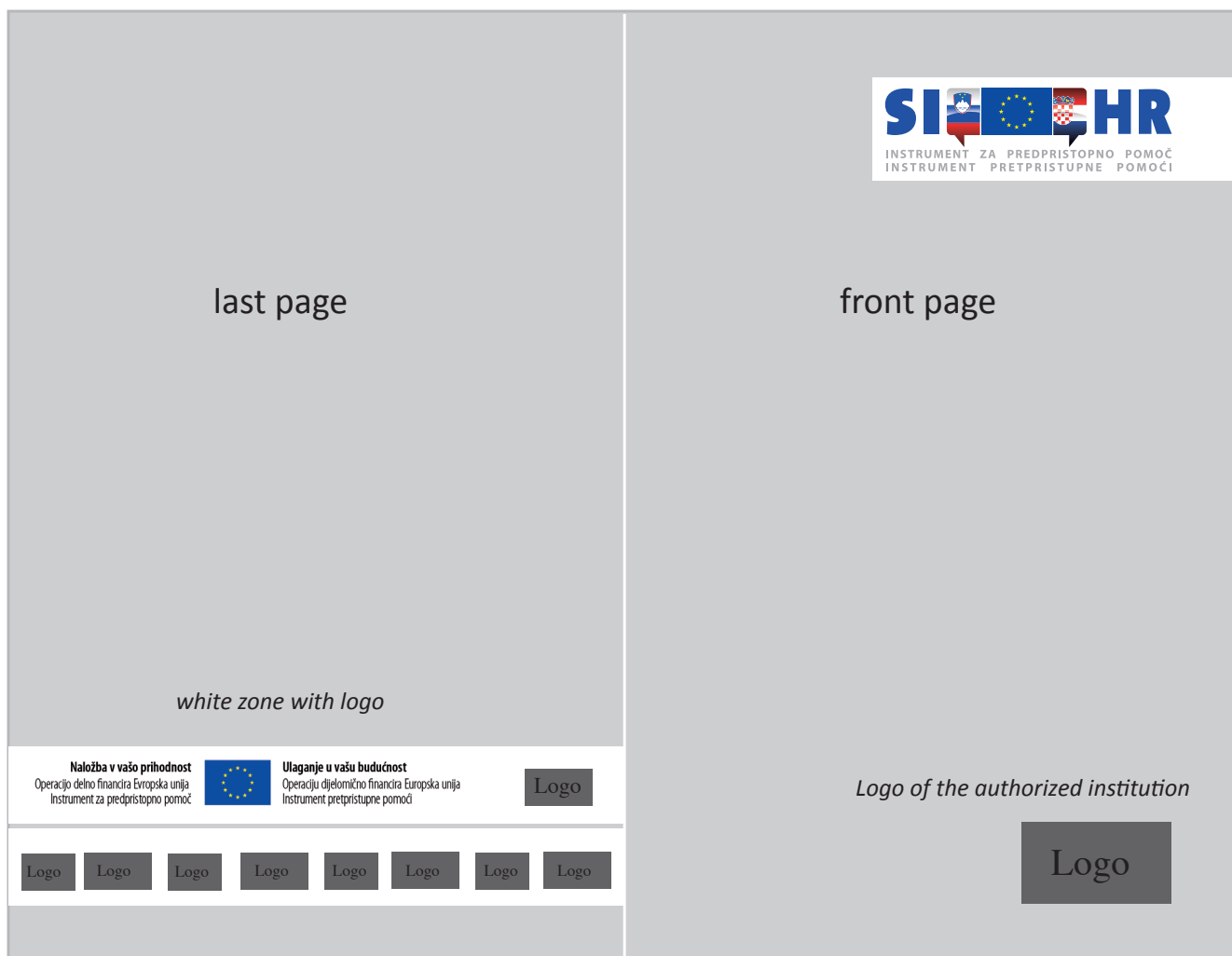


## 2.8 Print multipaged publications, bills, leaflets

The CI-guidelines must be observed during production of printed materials.

In all printed materials (eg. leaflets, bills, brochures) programme logo, if possible, is inserted in the right top of the front page on the white background (see exclusion zone in 1.3) and on the right side next to the margin. The obligatory organization title is set on the back side in the white zone and on the left margin. The height of the white zone is determined by the height of the obligatory organization title. At the top and bottom, as additional exclusion zone, white zone is added, which is  $x/4$  wide. The white zone is set at the bottom margin of the printed material, while the distance from the bottom margin is the width of the white zone. The exception is the free-standing poster display which has the white zone on the top margin. The white zone on the multipaged materials has to be on the cover. Logos of the other institutions of support are added on the right from the obligatory organization title. If necessary, due to the large number of logos, an additional white zone is inserted, while the zone with obligatory publication is always set first. On smaller advertising materials (e.g. USB stick) it is not necessary to specify the fund and the slogan, but the use of programme logo is obligatory.

*Example of multipaged publication - cover:*





**SI**   **HR**  
INSTRUMENT ZA PREDPRISTOPNO POMOĆ  
INSTRUMENT PREPRISTUPNE POMOĆI

**Agencija ilab vabi na**  
**Fešto štorkelej**  
**10.10.08, 18.00**  
**Articello|Celovec**

Logo

**Naložba v vašo prihodnost**  
Operacijo delno financira Evropska unija  
Instrument za predpristopno pomoć



**Ulaganje u vašu budućnost**  
Operaciju dijelomično financira Evropska unija  
Instrument prepristupne pomoći

Logo

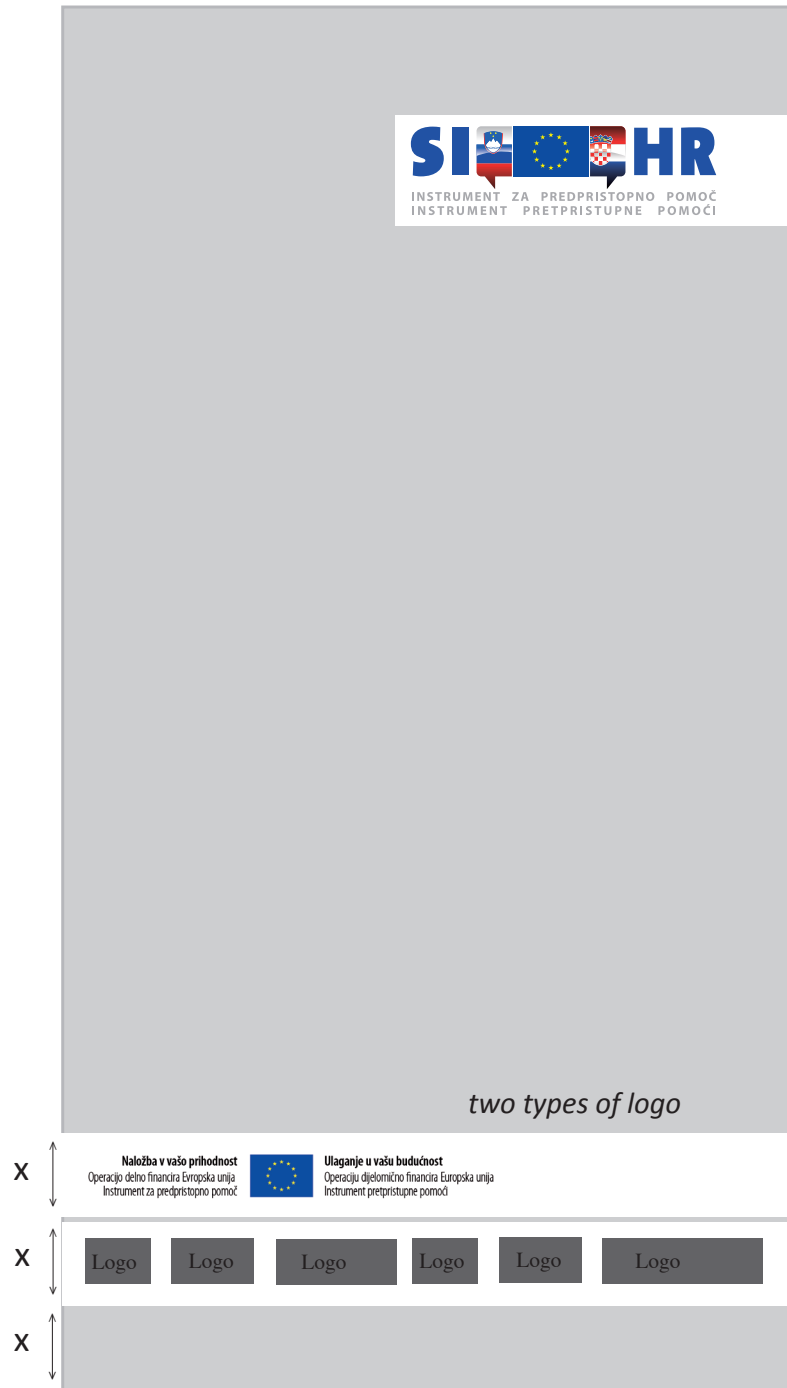
Logo

Logo

*white zone  
with logo*



Example of leaflet



Example of USB device



### 3.1 Electronic media

### PowerPoint presentation

Title page (Master)

Title page has the space for header, subtitle and one picture. The header should not be longer than three lines, and the subtitle not longer than two lines.

There are no specific instructions for consequent pages.

Title page (Master)

**SI HR**  
INSTRUMENT ZA PREDPRISTOPNO POMOĆ  
INSTRUMENT PRETPRISTUPNE POMOĆI

**Title**  
**can have**  
**3 lines**

Subtitle  
2 lines

**Naložba v vašo prihodnost**  
Operaciju delno financira Evropska unija  
Instrument za predpristopno pomoć

**Ulaganje u vašu budućnost**  
Operaciju delno financira Evropska unija  
Instrumenti pretpristupne pomoći



The screenshot shows the top section of the SI-HR.eu website. At the top left is the logo for the Instrument for Pre-accession Assistance (IPA) for Croatia, featuring the letters 'SI' and 'HR' with the flags of the European Union and Croatia. Below the logo, the text reads 'INSTRUMENT ZA PREDPRISTOPNO POMOĆ' and 'INSTRUMENT PREPRISTUPNE POMOĆI'. To the right of the logo, the word 'Thema' is displayed. The main heading is 'SI-HR.eu'. Below this, there is a vertical navigation menu with four items, each preceded by a blue circular arrow icon: 'Fsdgfsdg', 'Sadfasdf', 'Asdfad', and 'Asdfasf'. At the bottom of the page, there are two small boxes. The left box contains the text 'Naložba v vašo prihodnost' and 'Operacije delne financiranja Evropska unija / Instrumenti za predpristopno pomoć'. The right box contains the text 'Ulaganje u vašu budućnost' and 'Operacije dijelimično financiranja Evropska unija / Instrumenti prepristupne pomoći'.

### 3.1 Electronic media

### website

The website of the Operational programme IPA Slovenia-Croatia 2007-2013 is 915 pixel wide. Height is scaleable. The programme logo is set in the left top corner. The page navigation is inserted to the right from the logo. There is space for images and the latest tenders on the front page, on navigation. The space for general information, i.e. content, is scheduled in the middle, depending on the chosen navigation point. At the bottom there are contact information, important related links, legal information about the use of the page and the page access protected by password. The main colour used on the homepage is slight blue. At the bottom of the page are logo and links to the European Union and the Slovenian Government Office for Local Self-Government and Regional Policy.

HOME · SEARCH

07.04.2009 10:34 SL · HR · EN

**SI HR**  
INSTRUMENT FOR PRE-ACCESSION ASSISTANCE

NEWS PROGRAMME OPEN CALLS PROJECTS ABOUT US

On this website you can find all important information on IPA Operational Programme Slovenia-Croatia 2007-2013. For co-financing cross-border projects in the period 2007-2009 14.152.158,00 EUR is assigned from the Instrument for Pre-accession Assistance (IPA).

**Completion of the Corrigendum of the 1st CfP OP IPA SI-HR 2007-2013 (10. 10. 2008)**

- Completion of the Corrigendum new 2 (50.6k)
- OP IPA SI-HR 2007-2013 (833.5k)
- PIM OP IPA SI-HR 2007-2013 new 2 (648.9k)
- Partnership Agreement OP IPA SI-HR 2007-2013 (80.7k)
- Subsidy Contract OP IPA SI-HR 2007-2013

OPERATIONAL PROGRAMME IPA SLOVENIA-CROATIA 2007-2013

NEWSLETTER SUBSCRIPTION

FIND PROJECT PARTNERS

**PROGRAMME AREA**

LEGEND

- border regions
- main region
- coastal area
- regions with special status
- regions with special status

PHOTO GALLERY

**Press releases**

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30.03.2009  
the webpage is under construction.

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Contact LINKS



**Naložba v vašo prihodnost**  
Operaciju delno financira Evropska unija  
Instrument za predpristopno pomoč



**Ulaganje u vašu budućnost**  
Operaciju dijelomično financira Evropska unija  
Instrument pretpristupne pomoći