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Answers to requests for clarifications

Call for proposals

ACTION N°: 40/G/ENT/CIP/12/B/N/02S03

**TITLE: FACILITATING TRANSNATIONAL LOW SEASON EXCHANGES
IN EUROPE THROUGH THE DEVELOPMENT OF SOCIAL
TOURISM**

<u>Question 1</u>	How can we express our interest in cooperating with other organisations to submit a joint proposal ?
<u>Answer 1</u>	A list of organisations looking for partners in order to present proposals to the subject call will be published soon and updated on a regular basis. Please return us the "Form for organisations looking for partners" (see Point 6 of the published call documents list) duly filled in, if you wish to be included in the list.
<u>Question 2</u>	Could you please help us and clarify whether the regional association we would like to include in our project proposal would be eligible or not?
<u>Answer 2</u>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.</p> <p>Could you please refer to the "Call Text" on page 14, Section 5.2. "Legal Status Eligibility" where the eligible profiles are specified for "lead organisation and partners". Please carefully read Section 5.2.2.</p> <p>As mentioned in the "Call Text", the onus is on the applicant to demonstrate that he/she has an acceptable legal eligibility status in accordance with the specifications.</p>
<u>Question 3</u>	<p>I filled the partner search form and I would like to ask you to circulate it among the organizations interested in participating and looking for partners to set up a consortium.</p> <p>I would also like to ask you whether there is a partners database available, so that I could contact these organizations directly.</p>
<u>Answer 3</u>	<p>The published list of organisations looking for partners has been updated with your organisations details.</p> <p>Please kindly note that this document will be updated on a regular basis if additional organisations would like to be included in the published list.</p> <p>No additional networking tool is available.</p>
<u>Question 4</u>	Individuals may apply or only public entities ?
<u>Answer 4</u>	Please refer to Section 5.2.3 of the Call text (page 13) stating that : " ...natural persons (i.e. individuals) are not eligible. "

	Please carefully read Sections 5.2.1. " Public Authorities " and 5.2.2. " Private Stakeholders " of the Call text (pages 13 & 14), where the eligible target organisations are listed.
Question 5	In the CFP 2012 it is quoted that NGOs, civil society organisations, etc. whose core activity falls within the tourism field , are eligible partners from the private sector. Does this exclude NGOs/civil society organisations/umbrella associations of the target groups (seniors, youth, families, disabled), since their main activity is focussed on this segment of the population and not on tourism?
Answer 5	Section 5.2.2 of the CFP refers to private stakeholders eligibility, in particular: "Not for profit/ non-governmental organisations are allowed to participate, provided that their core activity falls within the tourism field ". It is up to the applicant to demonstrate its legal eligibility status in accordance with the specifications.
Question 6	According to my understanding of <i>2.1 Specific Objectives</i> of the Call for Proposals, the proposed project shall include investigation and analysis of best ways/means to set up necessary structures, examination of ways/means of PPP in identifying target groups, exchange periods, forms/mechanism, etc. Meaning that at this stage of preparing the proposal, the partners do not have to finalize the target groups, the mechanism, etc. but should do that later within the framework of the project. This interpretation, however, does not fit with <i>Form B6</i> , which in the Justification part asks for the list of the target groups and the relevance of the project to the target groups. Could you please clarify whether this call is to support a preparation & design phase, or rather an implementation phase where an already designed exchange scheme actually runs and the exchange of people of Calypso target groups is realized.
Answer 6	Please take into account the list of objectives from (a) to (d) in the section 2.1 Specific objectives of the call text. Please carefully read also section 2.2. Specific requirements (pag. 9), according to which <i>partners are requested to present a proposal that clearly elaborates upon the project objectives and gives detailed description of the activities and expected results</i> . In particular it should be clearly stated in the submitted proposal which one (or more) of the four Calypso target groups is being elaborate upon. Referring to Form B6, the request on paragraph 1.2.2 about the list of target groups, is in line with the section 2.1 Specific objectives of the call text.

<u>Question 7</u>	<p>1) Is a publicly financed incentive structure necessary for implementing Calypso exchanges/projects?</p> <p>2) The private sector might decide to offer special rates in low season or sponsor participants when participating in the framework of the Calypso project/platform.</p>
<u>Answer 7</u>	<p>1) As stated in point 6 on page 15 of the Call Text :</p> <p><i>"...a) <u>At least two of the partners should be public authorities from different countries, within the framework of the definition in 5.2.1 "Public authorities"</u></i></p> <p><i>(b) At least one of the partners should be a private stakeholder within the framework of the definition in 5.2.2 "Private stakeholders". Private stakeholders may also originate from the countries covered under "Public authorities".</i></p> <p><i>c) The European Commission will also view favourably proposals covering non-neighbouring countries (that include public administrations and/or private stakeholders from different geographical parts of Europe) and/or the inclusion of more than three partners as part of the proposal.</i></p> <p><i>The eligible consortium should thus include minimum 3 partners and 2 different countries (one different country for each public authority):</i></p> <p style="padding-left: 40px;"><i>(1) 1 public authority from country A</i></p> <p style="padding-left: 40px;"><i>(2) 1 public authority from country B</i></p> <p style="padding-left: 40px;"><i>(3) 1 private stakeholder (country A & B is also eligible)"</i></p> <p>2) Please read carefully Section 2.1 'Specific objectives', from letter (a) to (d). In particular, letter (c), with the aim to illustrate how specific project deliverables could be linked to the use of the Calypso web platform. In this regard, applicants are requested to present a proposal that indicates how specific project deliverables could make use of this platform mechanism to promote concrete tourism exchanges in the forthcoming future.</p>

<p>Question 8</p>	<p>I represent a public regional tourism office in Portugal, potentially interested in submitting a Calypso proposal, and I'm writing you to clarify a few questions regarding the eligibility of private partners. Our main doubt resides on the definition used in page 14 of the Call for Proposals document, where it is defined that "European and/or national (excluding regional and local) private stakeholders" may also be "lead organisations and/or partners", followed by the categories of eligible entities. In Portugal, foundations are not local, regional or national and there's one foundation (that owns a theme park) that is interested in developing a project within Calypso logic (and we're interested in participating in that project). Our doubt is if they're an eligible partner in order to understand how we could develop the project. Let me show you some characteristics of the foundation, in order to be simpler for you to inform us about this question:</p> <ul style="list-style-type: none"> -The subject foundation with activity in Portugal, was created to develop several activities with the purpose of educating people of all ages towards inner knowledge and sharing affection. It's based on creative work of XX, including literary editions and games, among other outputs. - The foundation main activity works around a theme park in which XXX implemented all the imaginary world created in the related books, and that's open to the public (schools, senior groups, individual visitants). In order to develop its (natural) touristic potential - and to comply with portuguese law -, a touristical animation company (a private company) was registered to develop that area specifically to tourists, while maintaining its social purpose. By the portuguese law, only private companies (and not foundations) can register as a touristical animation company. - If considered eligible, the foundation wants to develop non-profit making tasks within the project, that may (or not, and that is the one of the questions) develop into profit (coexisting with non-profit) services after the end of the project. <p>Could you please clarify whether, in the given scenario, it is possible that the described foundation can be considered as an eligible lead organisaion/partner within a Calypso proposal? Or if there are conditional scenarios such as the future eventual profit making services based on project expenditures, even if not being used as such within the project's implementation?</p>
<p>Answer 8</p>	<p>Please refer to Answer 2.</p> <p>Please take into account the categories listed in Section 5.2.2 'Private stakeholders', and in particular the 3rd bullet on participation of "<u>European and/or national organisations (excluding regional and local)</u> ...not-for profit /non-governmental organisations, civil society organisations, foundations ... federation of public or private bodies, whose core activities falls within the tourism field."</p> <p>To be considered as European and/or national, an organisation's activities should cover at least one country and be representative at least at national and/or European level.</p>

	<p>We confirm that only private stakeholders with strictly non-profit making tasks within the project, will be considered as eligible.</p> <p>The costs we co-finance may not contribute to generate profit <u>during the implementation of the action</u>. If profit is generated during the implementation of the action, the final payment will be decreased accordingly.</p>
<p><u>Question 9</u></p>	<p>I am still not sure if I understand it right: Whether this call is to support PPPs to design exchange schemes, to jointly develop a “product”, a transnational exchange of any of the Calypso groups, or it requires an already negotiated social tourism design, an already prepared methodology with procedures.</p> <p>One of the objectives of the call is to provide networking opportunities enhancing collaboration between public authorities and private stakeholders, in order to promote low season transnational exchanges in any of the Calypso target groups. Initial challenge would be to develop internal structures and to examine ways/means to work together in identifying target groups, exchange periods, mechanisms, etc. According to my understanding the above steps shall be carried out within the framework of the project, following the acceptance of the proposal by the Commission.</p> <p>At the same time, Form B6 ask for the identification of perceived need in the target groups, the anticipated number of the beneficiaries, the methodology, etc.</p> <p>Or does the term “target group” on B6 refer to the target group of the proposal (meaning the private and public stakeholders) and not the actual target groups of the project, the exchange scheme (meaning the Calypso target groups)?</p>
<p><u>Answer 9</u></p>	<p>Could you please first, carefully read the overall objective of this call.</p> <p>In order to set up, develop and strengthen CALYPSO structures, by facilitating public and private partnership, please take into account specific objective a), Section 2.1.</p> <p>With the aim to identify exchanges mechanism for cooperation or to indicate how specific project deliverables could make use on the Calypso existing web platform, please read carefully objectives b) and c), Section 2.1.</p> <p>In addition please read carefully Paragraph 2.2 'Specific requirements' – according to which activities in objective a) are compulsory and should necessarily be accompanied by activities in either b) or c)</p> <p>In order to conduct relevant studies that could improve the knowledge base and facilitate low season exchanges, please read objective d), Section 2.1 and paragraph 2.2 "Specific requirements", that states that activities in objective d) are not prioritised, particularly by stakeholders that are already benefitting from CALYPSO co-financing.</p> <p>The onus will be on the partners to list as part of their proposal which methodologies support tasks and actions are likely to be most relevant for</p>

	<p>them in order to develop and implement the proposed deliverables accordingly.</p> <p>Referring to the structure that must follow the Form B6, it should be clearly stated in the submitted proposal which one (or more) of the four Calypso target groups is being elaborated upon.</p>
<u>Question 10</u>	I would like you the confirm that a municipality cannot participate in a project.
<u>Answer 10</u>	<p>As stated in Section 5.2.1 "Public Authorities", Bullet 3 of the "Call Text": "...<u>Local authorities such as local councils and municipalities are excluded from participating as direct beneficiaries</u>, yet national or regional authorities are welcome to submit proposals that include representatives of local authorities as part of their team."</p> <p>Please carefully read the following paragraph on page 14 of the "Call Text" : "<i>All other stakeholders are excluded from participating as lead organisations or partners. It is however possible for applicants and partners to tap into existing expertise within their country by involving other relevant stakeholders (<u>such as local level municipalities</u>, NGO`s and private consultants) in setting up structures and compiling technical criteria, provided that this is clearly stipulated as part of the proposal by the partners themselves ; i.e. included in the tasks reported in the technical proposal and in heading sub-contracting in the budgetary annex. <i>Sub-contracting - as stipulated in the “Guide for Applicants” – would here be permissible.</i>"</i></p> <p><u>Municipalities are allowed to participate as subcontractors of an eligible consortium member (lead entity or partner).</u></p>
<u>Question 11</u>	<p>1)We are writing since we have one question regarding the rules of participation: are public universities eligible for participation and for receiving funding?</p> <p>We have read the rules but we want to make sure whether public universities comply with the explanation given on the page 13 (Section 5.2.1) in the Call text (please find it in the attachment).</p> <p>2)Additionally, in the call documentation we saw the search for partners expressed by one Maltese company and we plan to make a contact. Would you be so kind to inform us whether there any other organization that expressed this need? Any assistance in finding partners for this call would be very beneficial.</p> <p>3)We apologize for contacting you directly but we cannot find our national contact in the office these days and we would need this information as soon as possible.</p>
<u>Answer 11</u>	1) <u>Public universities</u> might be considered as <i>other public administration</i> , if they fulfill the criteria of bullet "Other competent public administrations" on page 13 of the Call Text :

	<p><i>"any body</i> - whose activities are financed, for the most part, by national/regional (or similar level in the absence of regional entity) governments (excluding local councils) and cover at least a region (or similar territory in the absence of well-defined regional territory);</p> <p>- which is subject to management supervision by the above-mentioned bodies, or having an administrative, managerial or supervisory board, composed of members more than half of which are designated by the State, Regional government or similar public legislatively registered bodies"</p> <p>2)The published list of organisations looking for partners is regularly updated with the details of all the organisations who expressed this need. Please send us the published Form duly completed if you wish to be included in the list.</p> <p>3)Feel free to contact us directly for any further clarification you might require there are no national contact points concerning requests for clarifications for this call.</p>
<p><u>Question 12</u></p>	<p>1) Is my understanding correct that this call is launched as part of the program CIP? To which subprogram does it belong to?</p> <p>2) Does the possibility exist to include “an associated” partner, that does not fall under the two types of eligible entities included in this call?</p> <p>3) Would a tourism cluster be eligible for co-financing?</p>
<p><u>Answer 12</u></p>	<p>1) The budget of the current call was secured through the Entrepreneurship and Innovation Programme (EIP). You will find further information at the below link : http://ec.europa.eu/cip/eip/index_en.htm</p> <p>2) The participation of other organisations who are not part of the consortium and who are not concurring to the eligible costs (as contribution in kind is not allowed in this call) is not excluded by the Call text. A consortium is free to propose involvement in the project of any other entities without concurring to the eligible costs, <u>if it is justified as bringing added value to the project.</u></p> <p>Those organisations, outside of the consortium, if involved in the project, have to be clearly indicated as such in the proposal and their role in the project, has to be <u>described in Annex I (Description of Work)</u>. Their participation will be subject to the approval of the evaluation committee, evaluating the project proposal.</p> <p>3) Please refer to Article 5.2.2. "Private Stakeholders", bullet one, stating that "<i>Umbrella associations representing a specific tourism related sector (travel agents, tour operators, hoteliers, transport, destination management companies unions, consumers etc)</i>" may be considered as eligible. As mentioned in the Call Text, the onus is on the applicant to demonstrate that he/she has an acceptable legal eligibility status in accordance with the specifications.</p>

<p><u>Question 13</u></p>	<p>1) Can an Italian Province participate in the project or be the applicant of the project ?</p> <p>2) The partners of the project may be only from a single region, like a specific province or is it mandatory for the consortium to include international EU partners?</p> <p>3) How many partners can be involved in this project?</p>
<p><u>Answer 13</u></p>	<p>1) We regret to inform you that in countries where regional entities are represented, lower levels such as <u>Provinces</u> , as well as local authorities, are excluded from participating as direct beneficiaries (See paragraph 5.2.1 "<i>Public authorities</i>" Call Text page 13). However, they are welcome to participate in the proposals to be submitted by national or regional authorities that can include <u>representatives of local authorities</u>, provinces, as part of their team.</p> <p>2-3) Please read carefully paragraph 6 on page 15 of the Call Text, according to which proposed projects should be carried out through a partnership between <u>at least three different stakeholders per consortium</u> :</p> <p>a) at least two of the partners should be public authorities from different countries (see Section (5.2.1);</p> <p>b) at least one of the partners should be a private stakeholders (see Section 5.2.2.);</p> <p>c) The European Commission will also view favourably proposals covering <u>non-neighbouring countries</u> and /or the inclusion of <u>more than three partners</u> as part of the proposal.</p> <p>The eligible consortium should thus include a minimum of 3 partners and 2 different countries (one different country for each public authority).</p>
<p><u>Question 14</u></p>	<p>I am wondering if is possible to obtain the Guide for Applicants in Spanish Language.</p>
<p><u>Answer 14</u></p>	<p>We regret to inform you that the documents are only available in English for the moment and that it is impossible at this stage to provide translations without delaying the entire procedure.</p>
<p><u>Question 15</u></p>	<p>Are non-consortium organizations participating in different activities in a Calypso project entitled to eligible costs (for example travel costs for their representatives. Are they eligible under the project) or not?</p>
<p><u>Answer 15</u></p>	<p>For other organizations, who are not part of the consortium and <u>who are thus not concurring to the eligible costs, it is not allowed to report costs in the project's budget. This means that Travel costs for staff members as well as any other cost category for these entities are not eligible.</u></p> <p>Please also refer to Answer 2 b).</p> <p>However, activities (such as conferences or events) handled by partners</p>

	<p>who can incur to the eligible costs can be organised and the costs for experts from organisations not included in the consortium invited to these events by the lead partner or any other partner of the consortium concurring to the eligible costs can be reported in the inviting country's budget in the category "Other costs" if the added value of their participation is clearly mentioned in the project's activities description.</p>
<u>Question 16</u>	<p>What is the minimum duration for a project ? I saw that the maximum is 11 months but I couldn't find the minimum.</p>
<u>Answer 16</u>	<p>In the framework of the current call for proposals and the related activities and exchanges involved, the duration of 11 months is to be considered as the minimum duration as well.</p>
<u>Question 17</u>	<p>Is the current call for proposals applicable for tourism in Italy for young people with disabilities coming from Belarus.</p>
<u>Answer 17</u>	<p>We kindly highlight that the aim of Calypso is to facilitate transnational low season exchanges, addressing to the 4 target groups like seniors, youth, people with disabilities and families with low income, trying to develop social tourism models among the participants and, for this reason, it is not only based on tourist travels from one country to another.</p> <p>Moreover, Belarus is not included among the participant countries within the Entrepreneurship and Innovation program for SMEs (see Section 5.1 - Geographical Eligibility - in the call text page. 13).</p>
<u>Question 18</u>	<p>I wanted to ask you an additional question regarding the participants in meetings organized under a Calypso project. Is it possible that travel expenses to these meetings constitute co-financing if paid by participants that are not employees of partners but are employees of members of the partners (e.g. the partner is an umbrella hoteliers organization and the director of a hotel that is not employed by the association but is a member of the association and is covering his costs of travel)?</p>
<u>Answer 18</u>	<p>The members of the umbrella association may contribute to the co-financing with a monetary contribution and should then fill in Form B3 "Co-financing statement form". The related travel costs should be reported in the budgetary annex B1-B2 in Heading Miscellaneous of one the consortium partner(s) inviting them to the meeting related to the project.</p> <p>The total co-financing (of the consortium and/or third parties) should represent at least 25% of the total eligible costs.</p>
<u>Question 19</u>	<p>Could you please inform me whether the Co-financing Statement Form has to be filled in for each partner, or only „for each co-financing third party, who is not a partner of the Consortium”.</p>
<u>Answer 19</u>	<p>The Co-financing statement form has to be filled in by each co-financing third party who is not partner of the consortium.</p> <p>Consortium partners are indicating their co-financing amount in Form A2, in field "<i>Amount of funding which the company/organisation undertakes to provide for the operation (in Euro).</i>"</p>
<u>Question 20</u>	<p>I wrote immediately to you because our partnership plans failed in the eve</p>

	<p>of the application time limit.</p> <p>Since there is no time, may be you can advise us to be observer to a project nearby or advice a coordinator country to accept us as an observer.</p> <p>Our CALYPSO officers are all assigned to other missions in Istanbul,Cairo, Frankfurt, so we are watching proceedings from back.Because of this, being an observer to a project nearby, could refresh our knowledge on CALYSO.</p> <p>Is there a possibility to extend the time limit because otherwise it won't be useful to add my info to the list of organisations looking for partners ?</p>
<p><u>Answer 20</u></p>	<p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. The creation of the consortium is to be included in the drafting of the proposal even for members joining as "observers".</p> <p>The fact that proposals were not finalised on time is not a reason allowing the Commission to postpone the deadline for submissions.</p> <p>The list of organisations looking for partners was anyway updated today with your contact details.</p> <p>I would like to emphasise that the fact that your proposal was not finalised on this occasion should in no way discourage you from participating to future calls for proposals.</p>