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Answers to requests for clarifications

Call for proposals

ACTION N°: 7/G/ENT/TOU/11/511A

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

<u>Question 1</u>	How about the eligibility of a consortium of local authorities ; i.e. regional municipal associations where municipalities and sometimes county councils have the mandate to work for a coherent, simple and more rational management of the inter-municipal issues.
<u>Answer 1</u>	<p>Could you please refer to the "Call Text" on page 13, Section 5.2. "Legal Status Eligibility" where the eligible profiles are specified for "lead organisation and partners".</p> <p>Please carefully read the last bullet of Point 4 of Section 5.2 stating that :</p> <p><i>"Other competent public administrations : that is any body</i></p> <ul style="list-style-type: none">- whose activities are financed, for the most part, by national/regional governments (excluding local councils) and cover at least a region;- 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><i>may participate and qualify for co-financing - as lead organisation or as partners - on behalf of a particular country, provided that the National Administration in charge of tourism within that same country gives its consent in writing through a supporting signed original letter – as part of the overall submission set.. Where applicable, interested partners should also submit the regional authority's consent – alongside that of the national administration - as part of the overall submission. "</i></p> <p>Kindly ensure that any eventual proposal conforms with the above and other parts of the Call.</p>
<u>Question 2</u>	Would it be possible to have a translation of the call text ?
<u>Answer 2</u>	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.
<u>Question 3</u>	I would like to enquire on a possible list of organisations looking for partners.
<u>Answer 3</u>	<p>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, at the following link :</p> <p>http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?lang=en&item_id=5064&tpa=0&displayType=fo</p> <p>Please return us the table (which you can find at the above link) duly filled in, if you wish to be included in the list.</p>
<u>Question 4</u>	We need a deep definition of “Other competent public administrations” (page 13 of 22 – CALL FOR PROPOSAL 7/G/ENT/TOU/11/511A). For example, can our Municipality take a part to this Call for Proposal?
<u>Answer 4</u>	<p>Please refer to Answer 1 of our published "Questions and Answers table" where the conditions for "Other competent public administrations" extracted from the Call text are reported.</p> <p>Of importance is also the next paragraph in the call :</p> <p><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 relevant stakeholders (NGO`s, European associations, private sector, local councils etc.,) in setting up structures and compiling technical criteria, provided that this is clearly stipulated as part of the proposal by the partners themselves. Sub-contracting - as stipulated in the “Guide for Submission” – would here be permissible."</i></p>
<u>Question 5</u>	<p>A)Where can we find some information (publishing material about they operating, web page etc.) about the winner countries of Calypso 2010.?</p> <p>B)Is the Calypso project pre-, or post-financed ?</p> <p>C)Where can we find the project application form ?</p> <p>D)The Call for Proposal contains that Maximum European Union co-financing ceiling per project: 150,000.00 € Is this amount contains the downpayment as well ?</p>
<u>Answer 5</u>	<p>A)The projects benefiting from co-financing following the 2010 Call can be found by following this link: http://ec.europa.eu/enterprise/sectors/tourism/calypso/2011/index_en.htm</p> <p>B) Please refer to Article I.5 "Payment arrangements" of the draft grant agreement.</p> <p>An initial pre-financing representing 40% of the maximum EC contribution is foreseen after the signature of the grant agreement by the last of the</p>

	<p>parties and receipt of a pre-financing request.</p> <p>The payment of the balance is foreseen at the end of the action, after receipt of all the necessary documents and approval of the financial and technical report by the Commission.</p> <p>For your complete information, please also refer to Article I.6 "Submission of reports and other documents".</p> <p>C) You will find all the necessary documents clarifying the current call at the following link : http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?item_id=5090</p> <p>1) "Other documents to complete your proposal" (for this link you have to scroll down to see the full set of documents (Submission set, Guide for submission,...) in section "Downloads")</p> <p>2) Call text</p> <p>3) Draft Grant Agreement,</p> <p>4) Updated questions and answers table.</p> <p>Please note that additional information may be posted on this webpage during the publication stage. We encourage you therefore to visit this page regularly.</p> <p>D) The maximum EC co-financing (or contribution) ceiling of 150.000,00 is including all the EC payments related to the project : the initial pre-financing and the final balance payment. We would also like to draw your attention to the fact that the maximum EC co-financing rate of eligible costs is 75%.</p> <p>For example, if the total eligible costs are amounting to 190.000,00 EUR, the maximum EC contribution will be 75 % of 190.000,00 EUR, i.e. 142.500,00 EUR.</p> <p>If the total eligible costs are amounting to 250.000,00 EUR. The maximum EC contribution will be limited to 150.000,00 EUR, i.e. a rate of 60 %.</p>
<p><u>Question 6</u></p>	<p>1) XXX has legislative and administrative competencies in the field of tourism policy. Can we submit the proposal straightaway or do we need some sort of earlier coordination/agreement with the national-level competent ministry? (Ref. sec. 5.2 of the call for proposals)</p> <p>2) The Call makes several references to the "Calypso structures" (in particular, point 'a', sec. 2 of the Call). Could you give us some more information about what is meant by "Calypso Structures"? Where can we find a list of national Calypso structures?</p> <p>3) The Call expressly states that the Commission expects "practical and tangible – rather than theoretical – results". What do you mean by that?</p>

	<p>Could you make some examples? Could an analysis/benchmarking process leading to the adoption of specific regional regulations addressing the target groups rights in tourism be considered as a tangible result?</p> <p>4)One of our potential partner has already been awarded under Calypso in a previous call. Could this represent an issue in the evaluation process?</p>
<p><u>Answer 6</u></p>	<p>1) As indicated in the Call (Section 5.2), the National Administration in charge of tourism within that same country should indeed give its consent in writing through a supporting signed original letter – as part of the overall submission set. Please contact us if you need the contact details of the National Administration in charge of tourism in your country.</p> <p>2)Throughout the life span of Calypso, the Commission has sought to assist Member States in developing social tourism in the low season. The study ‘Tourism exchanges in Europe: Enhancing employment, extending the seasonality spread, strengthening European citizenship and improving regional/local economies through the development of social tourism’ was finalised in July 2010, with the participation of 21 countries. The Study, its executive summary, compendium of good practices and country profiles of participating countries (that elaborate on existing structures in each country) is available by following this link: http://ec.europa.eu/enterprise/sectors/tourism/calypso/2010/index_en.htm</p> <p>Also relevant is the description of projects (and list of partners) currently benefitting from co-financing through the 2010 Calypso Call: http://ec.europa.eu/enterprise/sectors/tourism/calypso/2011/index_en.htm</p> <p>3) The overall objective of this call for proposals is to support tourism-related public authorities corresponding to the definitions elaborated upon in Section 5.2 to be able to undertake in the forthcoming future trans-national low season exchanges in the CALYPSO target groups. Other specific objectives are also included.</p> <p>Proposals should aim for practical and tangible results in the light of the objectives included in the Call. One of the Evaluation Criteria in Annex 3 (amongst others) does indeed make specific emphasis on the need for appropriate project impact:</p> <p>To what extent is the project likely to facilitate follow-up/multiplier effects by producing tangible and practical results? (Including possibilities for replication and extension of project outcomes, links with the proposed Calypso web platform, dissemination of information, self-sustaining structures beyond the co-financing period)</p> <p>4) Your attention is drawn in particular to Section 5.2 of the Call: <i>"Public administrations benefitting from co-financing through the CALYPSO 2010 Call for Proposals are welcome to participate in the 2011 Call too, either as lead or partner. Proposals could be submitted either in the same target groups as those indicated in the 2010 Call or in different ones.</i></p>

	<p><i>However, consortium partners of the 2010 Calypso call cannot form a consortium with any of the same partners in the current call. Partners of the 2010 Calypso projects who did not receive any co-financing can, on the other hand, join any consortium.</i></p> <p><i>Such administrations should avoid a duplication of expenses between the different projects, especially since there might be some overlapping time periods if their 2011 submission is successful."</i></p>
<u>Question 7</u>	<p>I would like to ask if a public entity like a European Grouping for Territorial Cooperation (EGTC) that we are is considered as a public authority or if there is any difference, in order to meet the eligible criteria established in 5.2 of the call for proposals. It is a public body of associative nature formed by public entities of two Member-States, as defined in the Regulation (EC) 1082/2006, 5 July.</p> <p>The legal documents of this institution are attached.</p>
<u>Answer 7</u>	<p>Within any eventual submission, the onus will be on the applicants to demonstrate that they qualify to act as lead partner/partners.</p> <p>Please carefully read "Answer 1" and "Answer 6, point 1".</p>
<u>Question 8</u>	<p>Section 5.2. "LEGAL STATUS ELIGIBILITY" states that applicants must correspond to the definition of the following target organisations:</p> <ul style="list-style-type: none"> - ... - Regional authorities/governments - Other competent public administrations..." <p>One partner would be a Regional Development Agency which is operating as a non-profit organization (non-profit Ltd) with 100% public ownership. Originally it was established by the Regional Development Board (which is a public body responsible for the regional development (at regional level). We would like to know whether the Agency is eligible as Partner/Lead Partner in the Call mentioned above and if it is, in which category (reg. authority or other competent public administration).</p>
<u>Answer 8</u>	<p>Please refer to Answer 7.</p> <p>Please note that "Answer 6, point 1" is applicable to <u>all the target organisations</u> listed in Section 5.2.4</p>
<u>Question 9</u>	<p>Form A1 has to be signed only by the Lead Partner or should it be signed by all members of the partnership?</p> <p>The call's document says that the application have to be submitted on 14th June 2011. Does that mean that it has to arrive in Brussels on 14th June or is it enough if we post it on 14th June?</p>
<u>Answer 9</u>	<p>Form A/1 is to be filled in, dated and signed by the lead organisation only. Please refer to th Guide for Submission on page 9.</p> <p>Proposals can be posted or delivered by hand latest on 14th June 2011.</p> <p>As mentioned on page 17 of the Call Text : for proposals</p> <p>a) sent by registered mail, the date of postmark will serve as evidence of timely delivery</p> <p>b) sent by courier services the date of deposit slip will serve as evidence</p>

	<p>of timely delivery</p> <p>c) delivered by hand, in person or by an authorised representative the date of acknowledgement of receipt by the Commission will serve as evidence of timely delivery</p>
Question 10	<p>Can we enter, as a European Grouping of Territorial Cooperation, created under Regulation (EC) 1082/2006 laying granted legal personality, having full capacity to act, not for profit and the objective and purpose of fostering development among its members, cross-border cooperation, transnational and inter-regional, with the exclusive aim of strengthening economic and social cohesion of the territory ?</p>
Answer 10	<p>In principle, an EGTC seeks to facilitate and promote cross-border, transnational and interregional cooperation. Such cooperation is in general compatible with the objectives of the Call.</p> <p>Nevertheless, the onus is on the bidder to verify whether an eventual submission conforms with the requirements of the Call, particularly those included in Section 5.2. This will depend heavily on the partners requesting co-financing, since it is in this instance that a full assessment will be possible whether such partners would indeed be eligible. This assessment will be carried out at a later stage, by the Evaluation Committee, on the basis of the information (including legal documents) submitted.</p> <p>We would like to point out that the following requirements should be fulfilled despite the trans-national nature of one of the consortium members :</p> <p><u>a)Section 5.2.1. of the Call Text :</u> <i>"Applicants should act in consortium with partner organisations (see also the grant agreement in the submissions set, for reference)"</i></p> <p>This means that each partner should be listed separately in the grant agreement (with multiple beneficiaries) and have a separate legal entity. Budget and tasks have to be clearly defined for each single legal entity.</p> <p>The participation in the consortium of an umbrella association/network (with a legal entity representing one partner of the consortium) and at the same time its individual members (having separate legal entities) is not excluded. All partners have to comply with the eligibility criteria specified under point 5. of the call.</p> <p><u>b)Section 5.2.6. of the Call Text :</u> <i>"Proposed projects should be carried out through a partnership between at least three different countries (Lead organisation + at least two other partners) per consortium. Projects proposed by only two partners/administrations from EU Member States would however also be considered, albeit not prioritised (see also Evaluation Criteria in Annex 3). The European Commission will also view favourably proposals covering non-neighbouring countries (that include public administrations from different geographical parts of Europe) and/or the inclusion of more than three countries as part of the proposal. EU candidate/EFTA countries may form part of the partnership (see also 5.1</i></p>

	<p><i>above), as long as such a partnership includes a minimum of two other administrations from EU Member States."</i></p> <p>The partners of the consortium have to be registered in at least 3 different European countries (<i>Of course, for projects proposed by only 2 partners/administrations from EU Members States (which will be considered but not prioritised), the partners of the consortium have to be registered in 2 different European countries.</i>).</p> <p>The EGTC can reply on behalf of its member entities, if the statutes of the EGTC allows it, but the proposal has to be very specific in explaining the involvement of the members of the EGTC in order to have a clear picture of responsibilities, involvement, costs borne and co-financing by each of the beneficiaries, including those represented by the EGTC.</p>
<p><u>Question 11</u></p>	<p>In the guide for submission is written the following:</p> <p><i>"The following costs shall not be considered eligible. They will under no circumstances be part of the reimbursement of costs: ...VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation. VAT paid by public bodies is not an eligible cost..."</i></p> <p>Does this rule mean that a partner (in this case a regional agency who applies as "other public administration") buying external services can be financed with only the net sum (80%) of the whole price and EU co-financing applies only for 75% of the net sum? What if the agency can not recover the VAT at all? Is it still ineligible?</p> <p>Could you give us the official definition of „public body” because we are not sure what kind of organizations have to be considered as public body.</p>
<p><u>Answer 11</u></p>	<p><u>We confirm that VAT paid by a public body</u> (for example, a ministry, state agency) to operators who are subject to VAT (when purchasing goods / supplying services within the framework of the implementation of the co-financed action), <u>is not eligible</u>. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost <u>would lead to double financing</u> (first by the EU grant and second by the fiscal revenue paid by the operator subject to VAT to the Member State of the public body).</p> <p>The official legal documents establishing your organisation will enable the evaluation committee to determine its private or public status.</p> <p>The Guide for submission on page 12 stating the documents to be provided should help you to define the status of your organisation :</p> <p>For public entities, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence: i) <u>a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity by the national authorities may be submitted.</u></p>

	<p>ii) an official VAT document if applicable.</p> <p>For private entities, the Legal Entity Form(s) shall be duly filled in, signed and accompanied by the relevant evidence:</p> <p>i) a copy of the vat registration document if applicable and if the vat number does not appear on the official document referred to at ii) below</p> <p>ii) <u>a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.</u></p>
<u>Question 12</u>	As I can understand from "Answer 1" municipalities are not eligible to the Calypso Programme? Could you please confirm that?
<u>Answer 12</u>	<p>We confirm that municipalities <u>which are not corresponding to the criteria listed for "Other competent public authorities"</u> are not listed in the target organisations for the current Calypso call.</p> <p>As mentioned in our previous email, we remind you that the onus is on the applicant to gauge whether the proposed partners fall under "other competent public authorities" as described in the Call Text.</p>
<u>Question 13</u>	<p>We would like to make an enquiry concerning the eligibility criteria and more specifically the eligibility status of <u>XX GmbH</u> as a leading partner in a consortium, created for a proposal development under this call.</p> <p>Please find attached an A/3 Legal Entity and Financial Identification form attached to this e-mail with the details of the organisation and all the information needed.</p>
<u>Answer 13</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.</p> <p>Our replies to your questions have 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>As mentioned in "Answer 1" of our published "Questions and Answers" table, could you please refer to the "Call Text" on page 13, Section 5.2. "Legal Status Eligibility" where the eligible profiles are specified for "lead organisation and partners".</p> <p>Please carefully read the last bullet of Point 4 of Section 5.2 stating that :</p> <p><i>"Other competent public administrations :</i> <i>that is any body</i> <i>- whose activities are financed, for the most part, <u>by national/regional governments (excluding local councils) and cover at least a region;</u></i> <i>- 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</i></p>

	<p>State, regional government or similar public legislatively registered bodies</p> <p><i>may participate and qualify for co-financing - as lead organisation or as partners - on behalf of a particular country, <u>provided that the National Administration in charge of tourism within that same country gives its consent in writing through a supporting signed original letter</u> – as part of the overall submission set.. Where applicable, interested partners should also submit the regional authority's consent – alongside that of the national administration - <u>as part of the overall submission.</u> "</i></p> <p>Kindly ensure that any eventual proposal conforms with the above and other parts of the Call.</p> <p>Of importance is also the next paragraph in the call :</p> <p><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 <u>involving relevant stakeholders (NGO`s, European associations, private sector, local councils etc.,)</u> in setting up structures and compiling technical criteria, provided that this is clearly stipulated as part of the proposal by the partners themselves. Sub-contracting - as stipulated in the "Guide for Submission" – would here be permissible."</i></p>
<p><u>Question 14</u></p>	<p>We have been approached by a non-public administration (a University) who would like to participate in the project as a non-beneficiary observer. Do they still have to fill in the necessary documentations and if so could you please specify which documents?</p>
<p><u>Answer 14</u></p>	<p>The participation of other organisations who are not part of the consortium <u>and who are not concurring to the eligible costs</u> (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, if it is justified as bringing added value to the project.</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, have to be described. Their participation will be subject to the approval of the evaluation committee, evaluating the project proposal.</p>
<p><u>Question 15</u></p>	<p>One of our partners is an EU Candidate country. Since this partner will not be considered as concurring to the eligible costs, what documentation has to be sent apart from the</p> <ul style="list-style-type: none"> • Partner Profile • Exclusion Criteria and • Legal Entity Form <p>Are they required to fill in the budget form and the financial identification? Are they required to calculate their costs as contribution in kind, therefore not eligible for funding whilst being accounted for?</p>

Answer 15

No additional documents are to be filled in for EU Candidate countries. They are not required to calculate their costs and **are not allowed to include them to the budget as contribution in kind is not accepted by the Commission for this call.** Please refer to the call text on page 11, Section 4.1 "Co-financing and joint and several responsibility".

However, activities (such as conferences or events) handled by partners who can incur to the eligible costs can be organised in candidate countries, EFTA countries and non EU countries covered by the EU Danube Strategy. The costs for experts from these countries invited to these events by the lead partner or any other partner 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.

The financial Identification form is to be filled in by the lead partner only.

The Exclusion criteria is not required for these countries.