

Annual Work Programme for the Europe for Citizens Programme for 2013	
Budget line:	16.05.01.01 ('Europe for Citizens')
Basic act:	Decision n° 1904/2006/CE of the European Parliament and of the Council of 12 December 2006 establishing for the period 2007 to 2013 the programme "Europe for Citizens"

1. OBJECTIVES AND PRIORITIES OF THE PROGRAMME IN 2013

1.1. Main features / general objectives of the programme

The general objectives of the Europe for Citizens Programme are to contribute to:

- giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- developing a sense of European identity, based on common values, history and culture;
- fostering a sense of ownership of the European Union among its citizens;
- enhancing tolerance and mutual understanding between European citizens respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

1.2. Policy developments

European Citizenship will be a central element of the Commission's agenda in 2013, in line with the President's political guidelines. This will be of particular importance in an economically challenging context and in view of the upcoming European Parliament elections. Key initiatives will be the European Year of Citizens 2013 and the Commission's next EU Citizenship Report.

In the EU Citizenship Report 2010 the Commission committed to strengthen citizens' awareness of their EU citizenship status, their rights and meaning in their daily lives by proposing the designation of 2013 as the European Year of Citizens.

The European Year will deliver on this commitment and provide citizens with information on the rights that they can exercise and on the opportunities that they can make use of, thanks to their EU citizenship. Citizens and representative organisations will also have the occasions to call attention to persistent obstacles to the cross-border enjoyment of rights and to make concrete proposals for addressing them.

The next EU Citizenship report will be presented on the 9th of May 2013, following up on the 25 actions set out in the Citizenship Report 2010 and outlining actions on the remaining challenges to be addressed.

1.3. Priorities of the programme for 2013

1.3.1. Priorities

The Programme's priorities for the year 2013 shall focus on contributing to the objectives set out for the European Year of Citizens by:

- raising awareness on the values and rights of Union citizens and on the opportunities provided by the EU;
- enhancing citizen's participation in the democratic life of the EU.

The Programme will thus support the promotion of European citizenship and democracy, comprising the development of understanding of the EU, its values and what it brings to citizens daily lives; and on the other hand, the empowerment of citizens to play a full part in the democratic life of the EU. Any action under this work programme shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union¹.

Priority One - EU: values, rights and opportunities for Citizens

In 2013 further efforts should be put into raising awareness, reflection and debate on the relevance and implications of EU policies on citizens' daily lives and in removing the remaining obstacles that EU citizens still face. The Europe for Citizens Programme is an important tool in this respect and can make a valuable contribution to increase awareness, understanding and enjoyment of the values, rights and opportunities created by the EU as well as to foster reflection on the cost of non-Europe and to support the preservation of the European memory.

Priority Two – Citizens participation in the democratic life of the EU

Citizens' engagement with issues which constitute the European Union's political priorities is a key element of civic participation. Citizens' engagement and participation is especially important in an economically challenging context and in view of the upcoming European parliament elections. The Europe for Citizens Programme represents a valuable tool for encouraging citizens to share their views on the political programme and concrete actions proposed by the European Institutions and to influence what the agenda should comprise (agenda setting) and how the agenda should be taken forward. Particular attention should be given to citizens' perspectives on the conditions that should be put in place to enable them to further influence and participate in the development of a sustainable and inclusive economy as well to their ideas on ways to improve social cohesion. Civil society should also be invited to further contribute to developing a European Area for Freedom, Security and Justice.

Projects shall facilitate the exchange of views with and presentation of results to the appropriate decision-makers on ongoing European policies and their impact on local situations as well as on local issues with a European dimension.

1.3.2. Overview of the 4 Programme Actions

The programme is implemented through the following actions:

¹ OJ C 303/7, 14.12.2007, p. 1. Strategy for the effective implementation of the Charter of Fundamental Rights by the European Union, COM(2010)573 final, 19.10.2010

Action 1: Active citizens for Europe

This Action aims to bring together people from local communities across Europe to share and exchange experiences, opinions and values, to learn from history and to build for the future. It encourages meetings, exchanges and debates among European citizens from different countries and through different means:

- Measure 1: Town-twinning and Networks of Twinned Towns: these measures are aimed at activities that involve or promote direct exchanges between European citizens and encourage networking and cooperation between twinned towns to build up a truly pan-European debate on the issues of direct relevance to EU citizens when exercising their EU rights and in their daily lives.
- Measure 2: Citizens' projects and support measures: Under this measure, a variety of projects of a transnational and cross-sectoral dimension, directly involving citizens, can be supported. Those projects should gather citizens from different horizons, who will act together or debate on common European issues, as set forth in the annual priorities of the Programme, at local and European level. Innovative methods enabling citizens' participation should be applied. In order to improve the implementation of the programme, support measures are being funded to exchange best practices, to pool experiences between stakeholders and to develop new skills.

These measures are implemented by the EACEA via grants awarded following calls for proposals.

Action 2: Active civil society for Europe

This action is directed at civil society organisations and think tanks. It is composed of three sets of measures:

- Action 2 measure 1: Structural support for European public policy research organisations (think-tanks).
- Action 2 measure 2: Structural support for civil society organisations at European level. This measure provides civil society organisations of European dimension with the capacity and stability to develop their activities at European level. The purpose is to contribute to the emergence of a structured and effective civil society at European level.
- Action 2 measure 3: Support for projects initiated by civil society organisations: The aim of this measure is to support cooperation on concrete projects of civil society organisations to provide information and new ideas about issues of direct relevance to EU citizens when exercising their EU rights and in their daily lives. A variety of organisations from different countries, established at local, regional, national or European level, can be involved. The beneficiaries receive support to transnational projects (action grants awarded further to a call for proposals managed by EACEA).

Action 3: Together for Europe

This action aims at stimulating broad participation of citizens in the political life all over Europe, therefore contributing to bringing Europe closer to its citizens, through four sets of measures:

- Presidency events will be supported by grants awarded on the basis of Article 168.1(c) of the Implementing Rules) (bodies with a de facto monopoly).
- Information and communication activities for the promotion of European citizenship with a view to increase citizen's participation in the European integration project and raise awareness on the European Union's institutions and policies.
- Information and communication tools such as web-based and printed materials on the achievements and learning from the Europe for Citizens programme 2007-2013.
- Information structures in Member States and participating countries (PEC): These structures have been established to provide advice to applicants, support for partner search and disseminate information on the programme. Operating grants are directly awarded by the EACEA on the basis of Article 168.1(f) Implementing Rules.

Action 4: Active European remembrance

This action aims at preserving the main sites and archives associated with deportations and at commemorating the victims of Nazism and Stalinism.

Under this action, projects of the following types will be supported:

- For the preservation of the main sites and memorials associated with the mass deportations, the former concentration camps and other large-scale martyrdom and extermination sites of Nazism, as well as the archives documenting these events and for keeping alive the memory of the victims, as well as the memory of those who, under extreme conditions, rescued people from the Holocaust;
- For the commemoration of the victims of mass exterminations and mass deportations associated with Stalinism;
- Since 2012 the exchange of staff of Memorials, Museums and other significant places of memory is supported under the Programme. This allows for a stronger cooperation among them and will contribute to a truly European approach to the remembrance and creation of European memory. The costs related to travel, accommodation and other relevant costs will be covered by the Europe for Citizens Programme.

Grants are awarded by the EACEA further to a call for proposals.

1.3.3. Expected results in 2013:

Action 1: Around 500 projects further to calls for proposals.

Action 2: 52 operating grants and about 33 action grants further to calls for proposals.

Action 3: A maximum of 33 operating grants (co-funding of Europe for Citizens Contact Points) without calls for proposals (Art. 168.1.c/f Implementing Rules) and information and communication activities and tools.

Action 4: Around 44 action grants further to calls for proposals.

1.3.4. Scope of the work programme

This work programme covers the whole 2013 budget.

The programming table in annex shows the distribution of available appropriations among the actions and sub-actions funded by budget line 16.05.01.01, taking into account the amounts requested in the Draft Budget 2013² and the contribution expected from third countries (Croatia, the Former Yugoslav Republic of Macedonia, Albania, Montenegro, Bosnia and Herzegovina and Serbia).

The award decisions on the following grants are subject to the opinion of the Programme Committee and therefore request a separate Commission decision (to be taken by the Authorising Officer, according to the decision taken by the Commission, on the 17th February 2010, on the delegation of powers (PV(2010)1905 – 06):

- operating grants ;
- multi-annual twinning agreements.

The indicative budget for each action is as follows:

Action 1 – "Active citizens for Europe": 12,054,000 €

Action 2 – "Active civil society in Europe": 10,187,000 €

Action 3 – "Together for Europe": 1,880,000 €

Action 4 – "Active European Remembrance": 2,414,000 €

2. GRANTS

2.1. Programme Guide - General Call for Proposals

Every year, after adoption of the financing decision, calls for proposals are published in accordance with Article 110 of the Financial Regulation and Article 167 of the Implementing Rules. These calls for proposals make reference to a programme guide for the practical information.

The programme guide aims to assist all those interested in developing projects or receiving financial support for their permanent activities within the Programme. It helps them understand both the objectives and the measures of the Programme and therefore the types of activities that can (or cannot) be supported under the Programme. It also aims to give detailed information on what is needed to apply and what level of grant can be offered. Finally it offers an explanation of the selection procedure and of general rules relevant to those applications for EU grants that are selected at the end of this procedure.

This programme guide shall include as well the elements published in the general call for proposals for the current year, for the measures referred to below.

The implementation will be done by either a Grant Decision or a Grant Agreement depending on the specific action/measure and the place where it is legally established. The Grant Decision applies to the beneficiaries established within the EU and covers all measures except operating grants above 250.000 Euros. The Grant Agreement applies to operating grants above 250.000 Euros and all other measures if the beneficiaries are established outside of the EU.

² Under the condition that the draft budget 2013 is adopted without modifications by the Budgetary Authority

2.1.1. Selection criteria for all measures except for Action 2, Measures 1 and 2

Project proposals which comply with the eligibility and exclusion criteria are subject to an in-depth evaluation on the basis of the financial and operational capacity of the applicant organisations.

Financial capacity means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project. It will be assessed on the basis of the following documents to be submitted by the applicant: the Financial Identification form, the Financial Capacity form accompanied by the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed (for more details please refer to Chapter II.1 “Submission procedure” p.14 of the Programme guide). The financial capacity criterion is not applicable to Measure 1.1 Town Twinning Citizens Meetings.

Operational capacity means the applicant must show that it has the necessary competencies and motivation to carry out the proposed project. The operational capacity will be assessed on the basis of the applicants' experience in managing the projects in the field concerned. This information is to be provided under a specific section of the application form developed for this purpose.

2.1.2. Award criteria for all measures except for Action 2, Measures 1 and 2

Qualitative criteria (80%):

- Relevance to the objectives and priorities of the Programme, as set forth in the Programme's Decision and Guide;
- Quality of the project and methods proposed;
- Visibility and Follow-up;
- Impact (multiplier effect, short and long term impact at local, national and European levels, evaluation means).

Quantitative criteria (20%):

- Geographical impact;
- Target group (in terms of direct participants or public indirectly reached by the project).

On a subsidiary basis, for the countries which are manifestly under-represented, and respecting fair treatment as regards the quality, the Commission and the executive Agency reserve the right to ensure a balanced geographical distribution of the selected projects for each action.

2.1.3. Potential beneficiaries and maximum funding for all measures except for Action 2, Measures 1 and 2

Action 1: “Active citizens for Europe”

Measure 1. Town twinning: Citizens’ meetings

See index 1.1. of the programming table.

- Towns and municipalities and their twinning committees or other non profit organisations representing local authorities.
- Maximum grant amount: 25.000 €per project;
- Maximum percentage of co-funding: flat rate financing;
- Maximum duration: 21 days per project.

Measure 1: Town twinning: networking of twinned towns

See index 1.2. of the programming table.

- Towns and municipalities, together with their twinning committees and networks;
- Other levels of local and regional authorities;
- Federations/associations of local authorities;
- Non profit organisations representing local authorities.
- Maximum grant amount: 150.000 €
- Maximum percentage of co-funding: flat rate financing;
- Maximum duration: 24 months.

Measure 2: Citizens' projects

See index 1.3. of the programming table.

- Civil society organisations and local authorities.
- Maximum grant amount: 250.000 €
- Form of funding: reimbursement of a proportion of actual eligible costs;
- Maximum percentage of co-funding: 60%;
- Maximum duration: 12 months.

Measure 2: Support measures

See index 1.4. of the programming table.

- Federations/associations of local authorities or other bodies with specific knowledge or experience of citizenship.
- Maximum grant amount: 100.000 €
- Form of funding: reimbursement of a proportion of actual eligible costs;
- Maximum percentage of co-funding: 80%;
- Maximum duration: 12 months.

Action 2: "Active civil society in Europe"

Measure 2.3: Support for transnational projects initiated by civil society organisations

See index 2.3. of the programming table.

- Civil society organisations as described in the basic act.

Organisations of a general European interest which have been selected to receive an operating grant in 2013 under action 2.1 or 2.2 are not eligible for funding under this measure in 2013.

- Maximum grant amount: up to 150.000 €

- Form of funding: flat-rate financing or reimbursement of a proportion of actual eligible costs;

- Percentage of co-funding: up to 70 % or flat rate;

- Maximum duration: up to 18 months.

Action 4: Active European remembrance

See index 4.1. of the programming table.

- Non-governmental organisations;
- Survivors' associations;
- Entities managing remembrance;
- Museums;
- Foundations;
- Local and regional authorities;
- Federations of general European interest;
- Research/educational institutions.

- Maximum grant amount: 100.000 €

- Form of funding: flat-rate financing or reimbursement of a proportion of actual eligible costs;

- Maximum percentage of co-funding: flat rate or up to 70%;

- Duration: 18 months.

2.2. Operating grants – separate call for proposals - Action 2, Measures 1 and 2: Structural support for European public policy research organisations (think tanks) and for civil society organisations at European level, annual grant 2013 and transitional grants 2013

See index 2.1. and 2.2. of the programming table.

2.2.1. Short description of the objectives pursued and the results foreseen

This call for proposals concerns structural support, referred to as operating grants, to organisations pursuing an aim of general European interest. The objective is to select organisations, which through their permanent, usual and regular activities contribute to the objectives of the 'Europe for Citizens' Programme.

Under these two measures, support is granted in the form of:

(a) annual grants : this call aims at selecting organisations to receive an operating grant in 2013.

(b) transitional grants : this call aims at offering a transition during the "gap year" 2013, between two multiannual time frames (2010-2012, and, if the proposal for a new Europe for Citizens programme is adopted, 2014-2016).

2.2.2. Potential beneficiaries

A. European public policy research organisations (think tanks). These organisations provide a link between research and policymaking at European level. They help to find solutions to problems and facilitate interaction between scientists, intellectuals and decision-makers. As there are many think tanks working in Europe, this call targets those that essentially focus on the objectives and priorities of the programme, performing activities that go beyond mere research and are not aimed exclusively at specialist groups.

B. Civil society organisations working at European level

- **European umbrella organisations (platforms):** Their mandate is to represent their members (civil society organisations) in Europe, channelling the concerns of the citizens and their member organisations to the EU authorities and informing their members on European policies and on the positions of other stakeholders, acting thus as a bridge between their members and the EU authorities.

- **European networks:** These networks are a link between civil society organisations and other stakeholders from eligible countries wishing to cooperate and exchange knowledge and experiences.

- **Organisations performing activities with a significant impact at the European level:** These organisations are neither platforms nor networks, and may apply if they perform activities specifically addressing the objectives and priorities of the programme.

C. Civil society organisations for European remembrance

- Organisations promoting European ideas and projects through the memory of European personalities such as the founding fathers of the European project or others who have made a significant contribution to later stages of European construction;

- Organisations promoting European ideas and projects underlining the violation of fundamental European values by totalitarian regimes such as Nazism and Stalinism.

In both cases, the activities of the organisations must aim to contribute to a better shared future of civic participation while recalling the importance of the fundamental values at the heart of the European project.

D. Platforms of pan-European organisations. The specificity of such platforms is that their members are also umbrella organisations (platforms) on a European level. These pan-European platforms represent a very large number of European citizens and cover a wide range of policy domains (only for transitional grants).

2.2.3. Eligibility criteria

To be eligible for an operating grant, organisations pursuing an aim of general European interest must:

- (a) Be a non-profit organisation and have a legal personality. Applications by networks that do not have a separate operational structure and their own status may be lodged by the member organisation responsible for coordinating the network;

- (b) Play an active role in the field of European citizenship as defined in their articles of association or mission statement and correspond to one of the categories mentioned under 2.2.2.
- (c) Perform most of their activities in eligible countries.

For an annual grant:

- (d) have been established legally and have had a legal personality for **at least one year** in an eligible country ;
- (e) for the categories hereunder, cover the following geographical area:
 - European umbrella organisations and European networks must have members in at least **8 eligible countries**;
 - Organisations performing activities with a wide impact on Europe must be active in at least 8 eligible countries.

For a transitional grant:

- (d) have been established legally and have had a legal personality for at least four years in an eligible country;
- (e) for the categories hereunder, cover the following geographical area:
 - European umbrella organisations and European networks must have members in at least **12 eligible countries**;
 - Organisations performing activities with a wide impact on Europe must be active in at least 12 eligible countries.
 - Platforms of pan-European organisations must have at least 6 umbrella organisations among their members, who must be present in the **27 Member States**.

Platforms of pan-European organisations may only submit an application within a transitional grant.

Private individuals and public bodies are not eligible to apply for this call.

2.2.4. Selection criteria

- **Financial capacity:** applicants must have stable and sufficient sources of funding necessary to maintain their work programme throughout the period of implementation of the project for which the grant is awarded and to participate in its funding.
- **Operational capacity:** applicants must have the professional competence and qualifications required to complete the proposed work programme.

2.2.5. Award criteria

Qualitative criteria (80%):

- Relevance to the objectives and priorities of the Europe for Citizens programme, as set forth in the Programme's Decision and Guide;
- Adequacy, coherence and completeness of the work programme;
- Impact of the work programme (multiplier effect, short and long term impact at local, national and European levels, evaluation means);
- European added value (networking, cross-fertilization...);
- Visibility of activities, dissemination and exploitation of results towards European citizens and other stakeholders (public authorities, institutions, media...).

Quantitative criteria (20%)

- Number of people likely to benefit directly or indirectly from the activities envisaged in the work programme;
- Number of countries involved in the activities envisaged in the work programme.

On a subsidiary basis, for the countries which are manifestly under-represented, and respecting fair treatment as regards the quality, the Commission and the executive Agency reserve the right to ensure a balanced geographical distribution of the selected projects for each action.

2.2.6. Amount of co-financing

The maximum amounts of the grants are presented in the following table:

Category	Annual Grant ceiling	Transitional Grant ceiling	Percentage of co-funding
	<i>At least 1 year of existence</i>	<i>At least 4 years of existence</i>	
A. Think tanks :	100.000€	500.000€	80%
	<i>At least 1 year of existence & 8 countries involved</i>	<i>At least 4 year of existence & 12 countries involved</i>	
B. Civil society organisations at European level, promoting citizenship at European level:	100.000€	500.000€	80%
C. Civil society organisations dedicated to Remembrance of the origins of the European integration:	100.000€	250.000€	80%
		<i>At least 4 year of existence & 27 Member States involved</i>	
D. Platforms of pan-European organisations :	N/A	700.000€	90%

- Form of funding: flat-rate financing or reimbursement of a proportion of actual eligible costs.

2.3. Operating grants awarded to Information structures in Member States and participating countries (PEC) without a call for proposals

See index 3.3. of the programming table.

2.3.1. Short description of the objectives pursued and the results foreseen

Under the framework of Article 168.1. (f) of the Implementing Rules, the aim of the measure is to disseminate information on the programme and on other European actions related to citizenship.

Since 2008 many Member States have set coordination structures (Europe for Citizens Points – PEC) to co-operate with the Commission and to mobilise all relevant multipliers in their country.

This development brought the information on the programme closer to the programme stakeholders. In addition to the information and dissemination function the coordination structures have an important role with regard to some other functions such as organising information sessions and providing advice for applicants, support for partner search and transmission of information about national/regional initiatives in the area of civic participation at the European level.

2.3.2. Justification to the exception of a call for proposals (Exceptions to calls for proposals Article 168 Implementing Rules)

Funding for the support of the decentralised structure shall be awarded without calls for proposals, according to Article 168.1. (f) of the Implementing Rules, to the entities listed in annex 2 given their technical competence and/or administrative power in regard to the information and dissemination activities of the "Europe for citizens" programme.

2.3.3. Amount of co-financing

Maximum rate of co-financing: 50%

A maximum co-financing per country, taking into account i.e. their size and population, will be as follows:

- FR, DE, IT, PL, ES and UK: maximum of 55.000 €each;
- All the other countries participating in the "Europe for Citizens" programme: maximum of 25.000,00 € each, unless the memorandum of understanding on participation indicates a lower ceiling for a participating country.

Since this network is still relatively recent, the maximum amounts of co-financing are roughly calculated on the size and population of each country. Overall, the method is easily applicable and adapted to the needs of the participating countries.

2.4. Grant awarded without a call for proposals – Presidency events (Exceptions to calls for proposals Article 168.1.c Implementing Rules)

See index 3.1. of the programming table.

Grants will be awarded for the organisation of conferences on priority policy topics together with associated activities for the exploitation of project and programme results during the EU Presidencies that will be held by Lithuania (2d semester 2013) and Greece (1st semester

2014). The Presidency is considered as a de facto monopoly in the meaning of Article 168.1(c) Implementing Rules, because it plays a unique role to foster policy cooperation, define priorities and follow-up the progress and results achieved in the field of European citizenship. The very fact that these events are organised by the Presidency enables them to produce results more efficiently.

3. PROCUREMENT - ACTION 3: TOGETHER FOR EUROPE

This action aims at deepening the concept of “citizenship” at European level and at promoting its understanding all over Europe, therefore contributing to bringing Europe closer to its citizens, through information and communication activities and tools. The authorizing officer will use framework contracts or launch calls for tenders.

3.1. Information and communication activities for the promotion of European Citizenship

See index 3.2. of the programming table.

Information and communication activities aiming at increasing citizen's participation in the European integration project and raise awareness on EU citizenship and the European Union's institutions and policies.

Such activities could include a conference on the achievements and learning of the Europe for Citizens Programming period 2007-2013 and a stakeholders' consultation meeting on the preparation of the implementation of the programme Europe for Citizens 2014-2020.

The implementation will be done through a specific contract from an existing framework contract (indicative time frame for launching the procurement procedure : June 2013).

3.2. Information and communication tools and materials

See index 3.4. of the programming table.

Information and communication tools such as web-based and printed materials on the achievements and learning from the Europe for Citizens programme 2007-2013 and/or on the features of the next Programme.

The implementation will be done through a specific contract from an existing framework contract (indicative time frame for launching the procurement procedure : September 2013).

4. FLAT-RATE FINANCING AUTHORIZED IN 2013 AND MAXIMAL AMOUNT

4.1. Scope

4.1.1. Justification of the use of flat rate financing

The programme provides grants for a large number of small projects with rather standard operational and budgetary character. Use of flat-rate financing simplifies the procedures and increases predictability for beneficiaries. It is output oriented and encourages voluntary engagement. It also increases the efficiency of the programme management.

4.1.2. Grants concerned by flat rate

- Action 1: Measure 1 Town Twinning - citizens' meetings
- Action 1: Measure 1 Town Twinning – networks of twinned towns

- Action 2: Measure 1 and 2 Structural support for think tanks and civil society organisations at European level
- Action 2: Measure 3 Support to projects initiated by civil society organisations
- Action 4: Active European Remembrance

The flat rates given for third countries are subject to a participation of these countries in the Programme.

4.2. Flat rate amounts proposed for 2013

4.2.1. Action 1, Measure 1: Town twinning citizens' meetings

Flat-rate financing is used to cover all costs relating to the meetings, i.e. costs of preparation, organisation, accommodation of the participants and travel expenses. The flat-rates used in 2012 (Commission Decision C(2010)5521) are kept unchanged in 2013, as they were revised in 2011.

The flat rates system is based on number of participants and number of days.

	Nombre jours	
Nombre participants	≤10	>10
>190	25000	25000
176/190	25000	
161/175	23000	
146/160	21000	
131/145	19000	

116/130	17000	
101/115	15000	
86/100	13000	23000
71/85	11000	19000
56/70	9000	15000
41/55	7000	11000
25/40	5000	7000

4.2.2. Action 2, Measure 1 and 2: Structural support for European public policy research organisations (think tanks) and civil society organisations at European level

The amount of flat rates, intended to cover operating costs, for these measures was adopted in Commission Decision C(2010)5521 for the financial years 2011 and 2012.

- The scale applies to one employed person per year of service.
- One man-year corresponds to one person employed full time by the beneficiary organisation and who works throughout the entire tax year. One tax year corresponds to 220 days of service.
- One man-year may also be reached by adding together 220 days of service of different natural persons for the account of the beneficiary organisation and working for the latter during the same tax year.

- The grant corresponds to the number of man-years for the account of the beneficiary – in other words, employed by him (including management, secretaries and service providers, but excluding subcontractors, volunteers and trainees) – during the financial year covered by the grant multiplied by the scale factor of the country in which the beneficiary is exercising its main activity; in principle where it holds its Head Office.

In order to take into account the parameters linked to inflation, it has been foreseen to update the flat-rates every two years.

The following updated flat rates are authorized for the financial year 2013:

The amount of **34.669 €** (EU100) that is the basis for calculating the current flat-rates has been indexed by **5,7 %**, taking into account the inflation rate for 2011 (3.1%) for which data are available³, and 2.6 % for the year 2012 for which EUROSTAT data are not yet available⁴.

The amount calculated above (**i.e. 36.646 €**) as the new basis for establishing the flat-rates related to the year 2013 has been indexed with **Gross Domestic Product (GDP) per capita** (i.e. per person) in **Purchasing Power Standards (PPS)** (EU-27 = 100) applicable to the countries concerned.⁵

As regards Luxemburg (LU), Norway (NO), Switzerland (CH) and Liechtenstein (LI), due to the specific economic structure of those countries (part played by financial services sector in GDP) the index has been adjusted. The rate that has been applied is that of Netherlands (NL) - i.e. the country with the highest rate and not characterised by a preponderant financial sector – plus one percent point (1%). The same principle was applied in 2008 for the calculation of the flat rate and in 2010 for the first updating. This gives the following rates: (NL) = 133 (+1 percent point), (LU) = 134 (instead of 271), (NO) = 134 (instead of 181), (CH) = 134 (instead of 147), (LI) = 134 (as no EUROSTAT data is available, the rate applicable for CH has been used).

As regards the Ireland (IE), Latvia (LV), Lithuania (LT), Slovenia (SI), Iceland (IS) and Albania (AL), the adjustment 2013 would result in a slight diminution of the flat rate in comparison with the previous value valid for 2011-2012. Given the minor impact of the diminution, for the sake of simplification, the existent flat rate is maintained for these countries, taking also in consideration that 2013 will be the last year of implementation of those operating grants under the current legal framework.

As regards Albania (AL), Bosnia-Herzegovina (BA), Montenegro (ME) and Serbia (RS), at the time of the previous updating exercise in 2010, due to the lack of EUROSTAT data, the rate applied to those countries was the one of Former Yugoslav Republic of Macedonia (the only Western Balkan country for which data were available). As data are currently available, the flat rates have been calculated taking in consideration the specific GDP per capita of each country.

Based on the above methodology, the flat-rates currently used have been duly updated and are presented hereafter.

3 Source: EUROSTAT-Harmonised Indices of Consumer Prices (HICPs)
<http://epp.eurostat.ec.europa.eu/tgm/refreshTableAction.do?tab=table&plugin=1&pcode=tsieb060&language=en>

4 2,6 % is calculating by taking into account the average inflation rate of the two last years available 2010 and 2011 (i.e. 2010=> 2.1 and 2011 => 3.1).

5 Source: EUROSTAT- GDP per capita in Purchasing Power Standards (PPS) (EU-27 = 100)
http://epp.eurostat.ec.europa.eu/cache/ITY_PUBLIC/2-13122011-BP/EN/2-13122011-BP-EN.PDF

Country	Country code	Flat rate 2009-2010	Flat rate 2011-2012	GDP**/capita in PPS*** (2010)	Adjustments 2013	difference
Austria	AT	40,295	42,747 €	126.0	46,173 €	3,426 €
Belgium	BE	38,627	39,905 €	119.0	43,608 €	3,704 €
Bulgaria	BG	11,186	14,318 €	44.0	16,124 €	1,806 €
Cyprus	CY	28,880	33,213 €	99.0	36,279 €	3,066 €
Czech Republic	CZ	24,890	27,874 €	80.0	29,316 €	1,442 €
Denmark	DK	40,033	41,638 €	127.0	46,540 €	4,902 €
Estonia	EE	21,260	23,367 €	64.0	23,453 €	86 €
Finland	FI	36,992	40,633 €	115.0	42,142 €	1,510 €
France	FR	35,095	37,443 €	108.0	39,577 €	2,134 €
Germany	DE	36,043	40,078 €	118.0	43,242 €	3,164 €
Greece	GR	27,768	32,693 €	90.0	32,981 €	288 €
Hungary	HU	20,802	22,327 €	65.0	23,820 €	1,493 €
Ireland	IE	45,528	46,942 €	128.0	46,942 €	0 €
Italy	IT	32,511	35,363 €	101.0	37,012 €	1,649 €
Latvia	LV	17,106	19,866 €	51.0	19,866 €	0 €
Lithuania	LT	17,989	21,460 €	57.0	21,460 €	0 €
Luxemburg (Grand Duchy)	LU	45,855	47,289 €	134.0	49,105 €	1,816 €
Malta	MT	22,797	26,453 €	83.0	30,416 €	3,963 €
Netherlands	NL	41,244	46,457 €	133.0	48,739 €	2,282 €
Poland	PL	16,713	19,554 €	63.0	23,087 €	3,533 €
Portugal	PT	22,829	26,349 €	80.0	29,316 €	2,968 €
Romania	RO	11,709	16,295 €	46.0	16,857 €	562 €
Slovakia	SK	19,428	25,031 €	74.0	27,118 €	2,086 €
Slovenia	SI	27,343	31,515 €	85.0	31,515 €	0 €
Spain	ES	32,053	35,571 €	100.0	36,646 €	1,075 €
Sweden	SE	37,940	41,603 €	123.0	45,074 €	3,471 €
United Kingdom	UK	38,333	40,286 €	112.0	41,043 €	757 €
Iceland	IS	42,650	41,811 €	111.0	41,811 €	0 €
Norway	NO	45,855	47,289 €	134.0	49,105 €	1,816 €
Switzerland	CH	42,225	47,289 €	134.0	49,105 €	1,816 €
Croatia	HR	16,026	21,738 €	61.0	22,354 €	616 €
Turkey	TR	9,223	15,775 €	49.0	17,956 €	2,182 €
Former Yugoslav Republic of Macedonia	MK	8,569	11,302 €	36.0	13,192 €	1,890 €
Liechtenstein	LI	42,225	47,289 €	134.0	49,105 €	1,816 €
Albania	AL	8,569	11,302 €	28.0	11,302 €	0 €
Bosnia-Herzegovina	BA	8,569	11,302 €	31.0	11,360 €	58 €
Montenegro	ME	8,569	11,302 €	41.0	15,025 €	3,722 €
Serbia	RS	8,569	11,302 €	35.0	12,826 €	1,524 €

		EUROPE AN UNION (2011=3,1 %; 2012 =2,6)			
* Harmonized Indices of Consumer Prices inflation rate (2011- 2012)	EU 100	34,669 €	5.70%	36,646 €	http://epp.eurostat.ec.europa.eu/tgm/refreshTableAction.do?tab=table&plugin=1&pcode=tsieb060&language=en
** Gross Domestic Product					
*** Purchasing Power Standards		http://epp.eurostat.ec.europa.eu/cache/ITY_PUBLIC/2-13122011-BP/EN/2-13122011-BP-EN.PDF			

4.2.3. Action 1: Measure 1 - Networks of twinned towns, Action 2: Measure 3 - Support to projects initiated by civil society organisations and Action 4: Active European Remembrance

Further to an analysis carried out by the Education, Audiovisual and Culture Executive Agency (EACEA), this decision extends the global lump sum system that was introduced in 2011 for Action 1. Measure 1 - Town twinning citizens meetings (see flat rates under 4.2.1) to:

- Action 1 – Measure 1: Networks of twinned towns;
- Action 2 – Measure 3: Support to projects initiated by civil society organisations;
- Action 4: Active European Remembrance.

PROGRAMMING TABLE FOR 2013						ANNEX 1			
Budget line 16.05.01.01		EUR 27	EFTA/EEA	C5(1)	Third Countries(2)	TOTAL(3)			
Title	Europe for Citizens	26,330,000	-	pm	205,000	26,535,000			
Index	Actions and sub-actions	Budget	Mode of implementation	Number of grants / contracts	Average value of grants / contracts	Maximum rate of cofinancing	Publication of the calls	Committee opinion on the selection lists	Grant Agreement / Grant Decisions (4)
Action 1 - ACTIVE CITIZENS FOR EUROPE									
1.1	Town twinning - citizens meetings	5,896,000	CFP-EA	440	13,400	flat rate	Nov-12	NA	DEC
1.2	Town twinning - networks of twinned towns	4,270,000	CFP-EA	42	101,666	flat rate	Nov-12	Mar-13 and Nov-13	DEC
1.3	Citizens projects	1,163,000	CFP-EA	8	145,375	60%	Nov-12	NA	DEC
1.4	Support measures	725,000	CFP-EA	9	80,556	80%	Nov-12	NA	DEC
Action 2 - ACTIVE CIVIL SOCIETY IN EUROPE									
2.1	Structural support for think tanks, organisations at European level (transitional grants)	6,525,000	CFP-OP-EA	38	171,711	flat rate or 80% or 90% (5)	Aug-12	Dec-13	AGR/DEC
2.2	Structural support for think tanks, organisations at European level (annual)	1,158,000	CFP-OP-EA	14	82,714	flat rate or 80%	Aug-12	Dec-13	AGR/DEC
2.3	Support for projects initiated by civil society organisations	2,504,000	CFP-EA	33	75,879	flat rate or 70%	Nov-12	NA	DEC
Action 3 - TOGETHER FOR EUROPE									
3.1	Presidency events	500,000	MON	2	250,000	60%	NA	NA	AGR
3.2	Information and communication activities for the promotion of European citizenship	440,000	PP	2	220,000	NA	Jun-13	NA	NA
3.3	Information structures in Member States and participating countries	930,000	SPEC-EA	33	31,000	50%	Oct-12	NA	AGR
3.4	Information measures	10,000	PP	1	10,000	NA	Sep-13	NA	NA
Action 4 - ACTIVE EUROPEAN REMEMBRANCE									
4.1	Active European remembrance	2,414,000	CFP-EA	44	54,864	flat rate or 70%	Nov-12	NA	DEC
Total		26,535,000							
(1) Estimate based on the recoveries already completed. The credits will be used taking into account the needs for additional funds									
(2) Contributions from Croatia, FYROM, Albania, Bosnia and Herzegovina, Montenegro and Serbia									
(3) Pursuant to Article 83 of the Financial Regulation, the appropriations may also finance the payment of default interest.									
(4): AGR: Grants covered by a written agreement									
DEC: Grants covered by a decision for grants in the country where it is possible or written agreements elsewhere									
(5) For the platforms of paneuropean organisations, the maximum rate of cofinancing is 90 %.									
CFP: Grants awarded with a call for Proposals			CFP-EA:			Actions implemented by the Executive Agency EACEA			
CFP-OP: Operating Grants awarded with a call for Proposals			CFP-OP-EA:						
MON: Grants to bodies with a de jure or de facto monopoly - Art 168.1(c) IR									
PP: Public Procurement									
SPEC: grants to national bodies without a call for proposals - Art. 168.1 (f) IR			SPEC-EA:						
NA: Non applicable									

Annex 2 – List of information structures in Member States and participating countries⁶

Country	Beneficiary
AT	Federal Ministry for Education, the Arts and Culture- Unit IA/4 EU-Culture Policy
BE-FL	Flemish Community- Department for Culture, Youth, Sports and Media
BG	Ministry of Foreign Affairs - Information and Communication Directorate
CY	RTD TALOS LTD
CZ	Odbor informování o evropských záležitostech / European Affairs Information Department Úřad vlády ČR / Office of the Government of the Czech Republic
DE	Kontaktstelle Deutschland "Europa für Bürgerinnen und Bürger" bei der Kulturpolitischen Gesellschaft e.V. (KS EfBB)
DK	Local Government Denmark
EE	National Foundation of Civil Society
EL	Ministry of Interior Directorate of Development Projects & International Organisations Section of Relations with International Organisations
ES	PEC - Punto Europeo de Ciudadania - Ministerio de Cultura - Secretaria General Tecnica (SGT)
FI	Centre for International Mobility CIMO
FYROM	Ministry of Education and Science
FR	Association "Civisme et Démocratie - CIDEM"

⁶ Member States not listed in the Annex 2 have not yet designated a Europe for Citizens Contact Point (PEC); would they wish to appoint one, these Member States should indicate to the European Commission which organisation they would like to entrust this role. In this case, a revision of the work programme would be needed.

HR	Government of the Republic of Croatia, Office for Cooperation with NGOs
HU	Tempus Public Foundation
IE	Europe for Citizens Point, Ireland - THE INSTITUTE OF PUBLIC ADMINISTRATION LBG
IT	Europe for Citizens Point-ECP Italy - MINISTERO PER I BENI E LE ATTIVITA' CULTURALI SECRETARIATO GENERALE
LT	Tarptautiniu kulturos programu centras (International Cultural Programme Centre)
LV	Ministry of Culture of the Republic of Latvia
NL	STICHTING INTERNATIONALE CULTURELE ACTIVITEITEN - SICA
PL	Instytut Adama Mickiewicza Punkt Kontaktowy Europa dla Obywateli
RO	Research and Consultancy Centre
SE	UNGDOMSSTYRELSEN / The Swedish National Board for Youth Affairs
SI	ZAVOD MOVIT NA MLADINA, Europe for Citizens Point Slovenia
SK	Europe for Citizens Point Slovakia - Europsky kontaktny bod Slovensko - DIVADELNY USTAV