



Call for Proposals 2011

# Conferences

## GUIDE FOR APPLICANTS



Directorate-General for  
Health & Consumers



Executive  
Agency for  
Health and  
Consumers

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## PREFACE

Dear Applicant,

Welcome to the guide for submitting conference proposals to the second Programme of Community action in the field of health (2008 – 2013).

It has been designed to offer you a user-friendly tool that guides you through the submission procedure and the application forms. It also serves as a reference tool and can be used as a quick guide to answer any questions you may have when preparing your application.

However, this is not a legally binding document. In case of doubt please consult the second Programme of Community action in the field of health (2008 – 2013), the annual Work plan for 2011 or the Call for Proposals for conferences document.

The guide consists of two chapters:

- Chapter 1: General information
  - Describes the legal terms and general conditions for participating in the Health Programme, in particular through the Call for proposals for conferences;
  - Explains the Health Programme's evaluation and selection process that conference proposals are subject to;
  - Lists the documents needed to prepare a conference proposal and gives recommendations to organise your work;
  - Describes informatics aspects, such as software requirements and configuration of settings;
  - Presents the structure of the conference application form;
  - Describes the procedure how to submit the conference proposal;

- Chapter 2: Practical Information

Provides a step-by-step description of how to fill in the application form for conference proposals.

In case of further questions the following options are at your disposal:

- 1 the Frequently Asked Questions (FAQ), which can be found on-line <http://ec.europa.eu/eahc/>
- 2 The Helpdesk of the Executive Agency for Health and Consumers (EAHC) can be contacted via e-mail: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu)

- 3 The EAHC Helpdesk, via telephone contact: +352-4301-37707. This Helpdesk is open on weekdays between 9.30 -12.00 am and 2.00 - 5.00 pm.

Please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you. The Helpdesk is unavailable on weekends and the following public holidays: 21, 22 and 25 April and 9 May. 2011.

This guide is updated annually to make it as user-friendly as possible. You are more than welcome to share with us your comments and suggestions on how to further improve the guide by sending an e-mail to the Helpdesk.

Finally, please be aware that filling in the form can take some time even if you have all the necessary documents at your disposal. Do not wait until the last minute to complete the form. We advise to draft an extensive outline of the proposal in a free style and then edit your text so that it fits into the different parts/chapters of the application form. Avoid typing directly into the windows.

Good luck!

Your EAHC Health Call Team

## PREAMBLE

This Guide for Applicants does not supersede the rules and conditions laid out in the following documents:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities<sup>1</sup>, amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006<sup>2</sup> and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007<sup>3</sup>, hereafter referred to in this document as the Financial Regulation;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005<sup>4</sup>, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006<sup>4</sup> and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007<sup>5</sup>, hereafter referred to in this document as the Implementing rules of the Financial Regulation;
- Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a Second Programme of Community action in the field of Health (2008-2013)<sup>5</sup>;
- Commission Decision published on 3 March 2011 (OJ C 69/2011 pp. 01) on the adopting the work plan for 2011 for implementation of the programme of Community action in the field of health (2008 - 2013), including budgetary implications and funding criteria for grant, hereafter referred to in this document as the Work plan 2011;
- 2011 Call for conference proposals – Second Programme of Community action in the field of Health (2008- 2013), hereafter referred to in this document as Call for proposals for conferences;

Action Grant agreement template, hereafter referred to in this document as the grant agreement.

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<sup>1</sup> OJ L 248, 16.9.2002, p. 1

<sup>2</sup> OJ L 390, 30.12.2006, p. 1

<sup>3</sup> OJ L 343, 27.12.2007, p. 9

<sup>4</sup> OJ L 201, 2.8.2005, p. 3

<sup>4</sup> OJ L 227, 19.8. 2006, p. 3

<sup>5</sup> OJ L 301, 20.11.2007, p. 13

<sup>5</sup> OJ L 111, 28.4.2007, p. 13

## **CHAPTER 1: GENERAL INFORMATION**

### **1. LEGAL FRAMEWORK AND PARTICIPANTS**

#### **1.1. Objectives of the second Health Programme and 2011 work plan**

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008 - 2013).

The general objectives of the programme are:

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2011 work plan sets out the activities, grouped in strands, to implement the programme's objectives.

#### **1.2. EU contribution**

For conferences, the financial contribution of this programme can be **up to EUR 100 000 (maximum 50% of the total budget)** per conference. Conferences are financed under the shared cost principle. The Awarding authority will determine the amount of financial assistance to be granted and the percentage of co-financing on the basis of budget availability.

Note that the total available amount for EU funding of conferences under the 2011 call for proposals is € 600 000.

This is a relative small amount that will allow for the co-funding of only a limited number of conferences. Consequently, before investing time and energy in the preparation of a request for funding for a conference, we advise you to carefully examine the efficiency, expected results and potential impact of this type of action with regard to the objectives you wish to achieve.

#### **1.3. Eligible participants**

In addition to the 27 Member States of the European Union, the call is also open to the participation of EFTA-EEA countries within the context of the Agreement on the European Economic Area (Iceland, Liechtenstein and Norway) and Croatia.

**Public bodies or non-profit-making bodies** established in the countries participating in the Health Programme and which have relevant experience in co-operation at EU level can submit conference proposals.

In order to be eligible, the **non-profit-making bodies** (including universities, higher education establishments, research institutions, non-governmental organisations, foundations and other organisations) shall submit their statutes/official registration certificate that provides a justification for their non-profit making status.

**Important note:** unlike with the call for proposals for projects, the call for conferences is open for applications by a single organisation only. Consequently, the notion of main partner and associated partners is not applicable here.

#### **1.4. Timing and duration**

**As indicated in the WP 2011 (see chapter 2.4), conferences eligible for co-funding must be held in 2012.** The evaluation of the conference proposals is planned in such a way as to allow for a timely information of the successful and non-successful applicants, once the official decisions will have been taken.

The duration of the action, including preparation, organisation and follow-up of the conference should not exceed **12 months**.

#### **1.5. Responsibility of the beneficiary**

When - following a positive evaluation of the conference proposal - a decision for funding is taken, a grant agreement can be signed between the Awarding authority and the Beneficiary. However, signing of a grant agreement is only possible if also the negotiation procedure (see graph 2 in this guide) is successful.

Except for the number of beneficiaries, the grant agreement for a conference grant is identical to the model used for a project grant.

- According to Article 173 of the Implementing rules of the Financial Regulation, the beneficiary shall annex to the proposal proof of his/her organisation's legal entity and demonstrate his/her financial and operational capacity to complete the proposed action.
- The beneficiary has full responsibility to ensure that the conference is implemented according to the grant agreement. He is responsible for the technical and financial management of the conference; he is also responsible for the administrative management of the conference by providing the awarding authority with all required documents and information, particularly in relation to payment requests (i.e. original accounting documents, signed copies of sub-contracts etc.);
- The beneficiary shall inform the awarding authority of transfers between items of eligible costs, as indicated in Article I.4.4 of the grant agreement;
- Any claims the Awarding authority may have addressed to the beneficiary regarding the grant agreement shall be immediately answered by him;

- The beneficiary is responsible, in the event of audits, checks or evaluations, as described in Articles II.6 and II.20 of the grant agreement, for providing all the necessary documents, including originals or certified copies of the original accounting documents and certified and signed copies of sub-contracts, if any have been concluded by him in accordance with Article II.9 of the grant agreement.

### 1.5.1. Subcontracting

- The beneficiary is expected to have the resources necessary to carry out the work proposed. Nevertheless, in certain circumstances, subcontracting of some aspects of the work especially organizational and logistic aspects of a conference may be more cost effective or efficient.
- Subcontractors are service providers to the beneficiary who fully funds (100%) their activity;
- Subcontractors shall not contribute financially to the conference;
- Subcontractors have no access or rights to the results of the conference.

## 2. SELECTION AND EVALUATION OF THE PROPOSAL

### 2.1. General Principles

Evaluation of proposals is carried out in **strictest confidence**. Evaluation criteria apply in accordance with Articles 174 and 176 of the Implementing Rules of the Financial Regulation. Financial and administrative penalties may apply in accordance with Article 175 of the Implementing Rules of the Financial Regulation.

Proposals must comply with the following principles:

- Co-financing rule: you need to have **your own financial resources** or financial resources of third parties to contribute to the costs of the conference
- Non-profit rule: the grant **may not have the purpose or effect of producing a profit** for you;
- Non-retroactivity rule: you **shouldn't start spending on the conference before the starting date** stipulated in the grant agreement;
- Non-cumulative rule: each action (e.g. organization of a conference) may give rise to the award of **only one grant** to any one beneficiary (you can't get paid twice for the same cost);

Graph 1: Selection process

The Evaluation Committee evaluates and selects proposals on the basis of exclusion, selection, and award criteria following check of proposals and including a review by expert panels

## **2.2. Exclusion, eligibility and selection criteria**

The exclusion, eligibility and selection criteria for conference proposals are specified in Annex V of the work plan 2011. Conference proposals failing to meet any of these criteria will be excluded and not submitted to the evaluation of the award criteria.

## **2.3. Award criteria**

Only conference proposals which have satisfied the requirements of the eligibility, exclusion and the selection criteria will be eligible for further review by external experts and the Evaluation Committee on the basis of the following award criteria. The content of the text boxes below is meant as orientation and has a purely informative role.

### **A. Content of the proposal (60 points; threshold 30 points)**

(1) Relevance of the content and expected results of the event in relation to the objectives and priorities described in the Health Programme and its annual Work Plan taking into account the priorities set out in the Communication from the Commission COM (2010) 2020 of 3 March 2010 on *Europe 2020 A strategy for smart, sustainable and inclusive growth*<sup>6</sup> (15 points)

The proposal must be compatible with the Health Programme and its annual work plan. The conference must clearly deal either partially or in totality with one or several priority topics of the 2011 work plan. It should also take into account the

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<sup>6</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC2020:EN:NOT>

priorities set out on the Communication from the Commission: “*Europe 2020 A strategy for smart, sustainable and inclusive growth*”

## (2) Participation (15 points)

- The applicant should describe the number, profile and competence/function of the expected participants in the event, making reference to distribution by Member state, organisation and type of expertise.

The objective of a conference is to bring added value to the existing public health knowledge and to EU policies formulated or in the process of being so, allowing the practical use of that knowledge on the field. Therefore the composition of the target public who will attend the conference forms the corner stone of the added value.

## (3) European dimension (15 points):

- The conference should have a wide-European Union dimension, with participants of representations from 10 or more countries participating in the second Health programme.

As public health practices and policies differ considerably between EU Member States, conferences funded within the EU second Health Programme should take account of this geographical, cultural and social diversity. A sufficient number of organisations from different EU Member States and candidate countries should be involved in the conference depending on the scope, objectives and target group of the conference.

## (4) Follow-up and evaluation methodology (15 points):

- The conference holder must describe the actions on follow-up and the indicators to be used to verify the achievement of the objectives proposed.

As the objective of a conference is to add value to the public health knowledge, in most of the cases it will be very important to disseminate properly the results of the conference to a broader public than the conference participants. The applicants have to describe their dissemination strategy.

The indicators are important in order to monitor a conference. This relates to the internal evaluation of the conference, i.e., the evaluation carried out by the conference holder himself. An adequate evaluation should be foreseen based on an evaluation plan with corresponding design, method, responsibilities and timing making use of indicators.

## **B. Management Quality (40 points; threshold 20 points)**

### (a) Planning of the event (15 points):

- Applicant must describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, risk analysis, financial circuits.

To achieve its objectives, a conference foresees a number of activities. These actions need to be described to serve as a guideline for the conference organisation.

All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the conference organisation. The time to complete the tasks of the conference organisation must be realistic, taking into account the available resources (person/days) and capacities.

A deliverable is a physical output related to a specific objective of the conference, e.g. report, publication, newsletter. Each deliverable must be assessable by the stakeholders and awarding authority. All public (non-confidential) deliverables need to be submitted to the awarding authority within one month of their completion in order to publish them on the awarding authority's web-site.

The nature and distribution of tasks have to be described.

Even in the best-planned events there are uncertainties, and unexpected events can occur. A risk analysis at the start of the conference organisation will help to predict the risks that could prevent the conference from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the conference, and what can be done about it.

### (2) Organisational capacity (10 points):

- Applicants must describe the management structure, competency of staff, responsibilities, decision making, monitoring and supervision.

The conference holder must have the necessary skills, expertise and authority to lead a team and to achieve the conference proposal objectives. He or she should also be capable of using the resources in a flexible way. There should be a clear division of responsibilities and tasks between the conference leader and other staff involved.

A very short description of the key staff members has to be presented, illustrating their competence, expertise, leadership quality and authority required by the conference organisational tasks. This summary CV will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers ...) of the staff.

The management of a public health conference implies the coordination of several participants located in different countries. It is thus important to have a good communication plan in place, which details how information will be circulated between the participants, how decisions will be taken, by whom, and what the procedure will be in case of conflict

The management of an action requires the systematic monitoring of the activities to check whether they are implemented according to plan, whether results and deliverables are attained at the milestones, if there are obstacles or difficulties which may prevent the conference from delivering, and to assure the overall quality of the conference implementation. Coordination meetings may be planned for.

### (3) Overall and detailed budget (15 points):

- Applicants must ensure that budget is relevant, appropriate, balanced and consistent in itself with the specific objectives proposed

The overall budget should be balanced and respecting the rules stated in the handbook. The overall budget should be coherent with the objectives of the conference, taking into account the respective roles and providing for the necessary coordination meetings to be held. If such meeting includes other participants than the conference holder staff and/or the presence of staff of the awarding authority is warranted, it shall take place at the awarding authority's premises in Luxembourg.

The budget assigned to each objective and the costs per expenses category should be reasonable. It should be possible to link all expenses to a specific activity described in the proposal. .

Maximum total score is 100, while the minimum is 50. Weightings of each block of criteria as a total are the following:

	<b>Maximum</b>	<b>Minimum</b>
<b>Content of the proposal</b>	<b>60</b>	<b>30</b>
<b>Management quality</b>	<b>40</b>	<b>20</b>
<b>SUM</b>	<b>100</b>	<b>50</b>

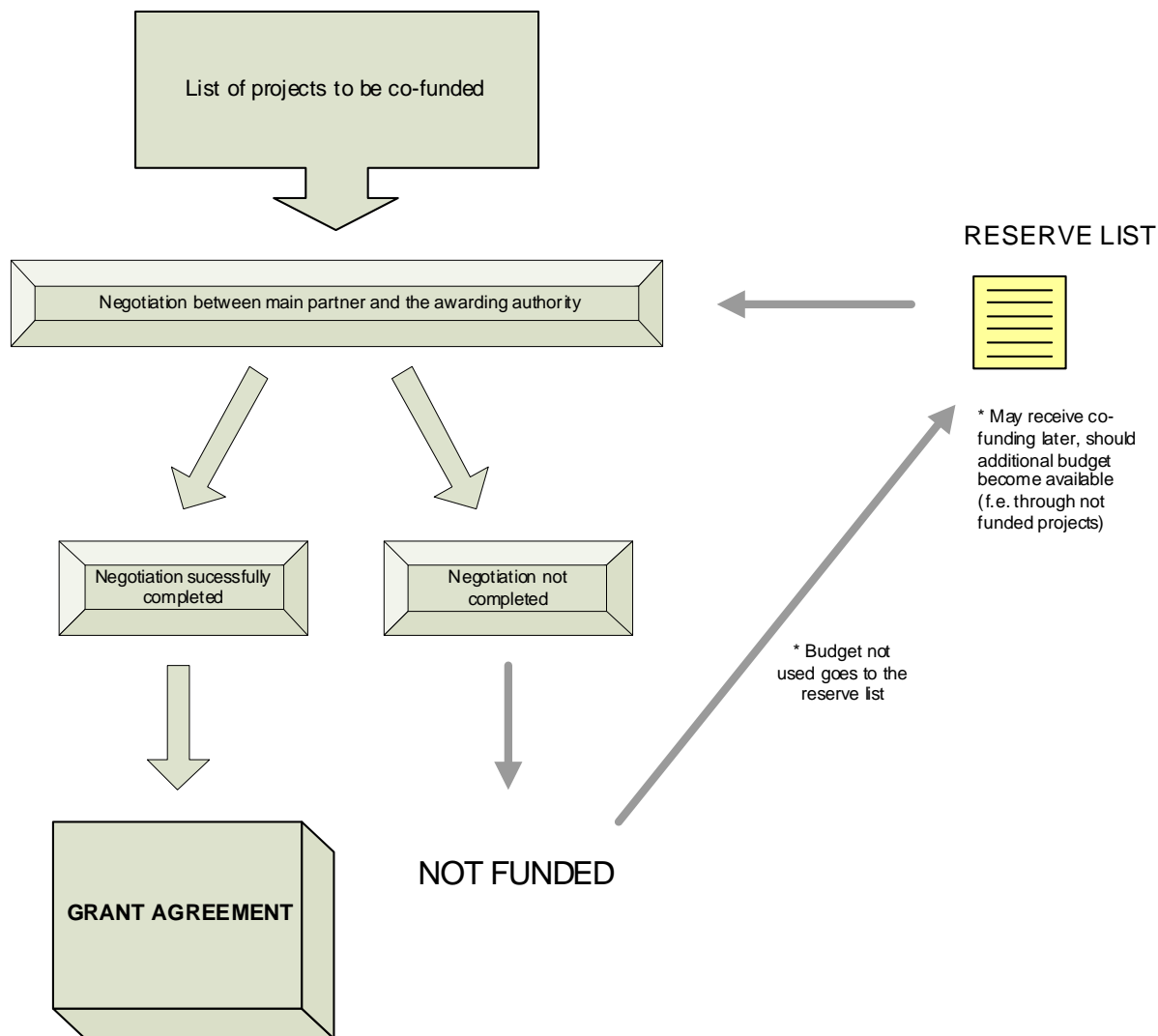
Following the evaluation, proposals recommended for funding are drawn up in a list, ranked according to the total marks awarded. Depending on budget availability, the highest ranked proposals will be awarded for co-funding. The remaining proposals recommended for co-funding will be placed on a reserve list. Any proposals failing to meet the overall threshold or the threshold in one criteria block will be rejected.

## 2.4. Steps following the selection and evaluation procedure

### 2.4.1. Process following recommendation for funding

After the Award decision the main partner will be notified in writing of the outcome of the evaluation together with a brief evaluation report.

Graph 2: Process following recommendation for funding



Applicants of co-funded proposals will be invited to undertake discussions with the awarding authority for negotiation. The awarding authority may suggest modifications to the original proposal based on the results of the evaluation. However, co-funding is still subject to a successful outcome of negotiations.

Applicants should also note that the awarding authority may offer successful applicants a lower contribution than the amount requested, or may attach specific conditions to the award of financing. Only after a successful completion of the negotiation procedure, will the awarding authority offer grant agreements for work to begin.

### 2.4.2. *Financial viability*

During the negotiation procedure, further administrative and financial information might be requested by the awarding authority to assess the viability of the proposed conference. The participants have to demonstrate that they have all the human, financial and technical resources required for the organisation of the event.

As a general rule, public sector bodies are considered to be financially viable. In all other cases (e.g. private companies, associations and non-governmental or non-profit bodies), participants should demonstrate their capacity to co-finance their share of the conference.

The awarding authority will assess the financial viability of the beneficiary and may seek to safeguard the interest of the European Union by asking for a **bank guarantee** or other suitable measures.

## **3. IT ASPECTS RELATED TO THE APPLICATION FORM**

The application form is only available as an Adobe file, and must be submitted in Adobe Acrobat Reader, version 8.1.3 or higher.

### **3.1. Installing and updating Acrobat Reader**

You are strongly recommended to install or update Adobe Acrobat Reader before opening the application form. **The required version is Adobe Acrobat Reader 8.1.3 or more recent version.**

The installation and update of Adobe Acrobat Reader is completely free of charge.

The following link gives you access to the page where you can download Adobe Acrobat Reader 8.1.3 or higher version:

<http://get.adobe.com/reader/>

If you need more help for downloading, please visit the Adobe download support webpage:

<http://www.adobe.com/support/reader/>

### **3.2. Required Configuration to install Adobe Reader 8.1.3.**

#### *3.2.1. Windows Operating Systems*

- Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2 or 3; Microsoft® Windows® 2000 with Service Pack 4; Windows 2003; Windows Vista™; Windows 7
- Intel® 1,3GHz or equivalent processor
- 512MB of RAM (1024MB or more recommended)

- 170MB of available hard-disk space
- Microsoft Internet Explorer 7.0 or higher, Firefox 1.5 or higher

### 3.2.2. Macintosh Operating Systems

- PowerPC® G3 or higher
- Mac OS X v.10.4.11 – 10.6.6
- 512MB of RAM (1024MB or more recommended)
- 170MB of available hard-disk space

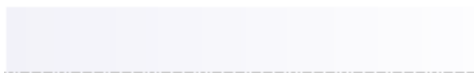
### 3.3. Fields of the application form

The general characteristics of the fields are shown below:

#### a) Fields to be completed



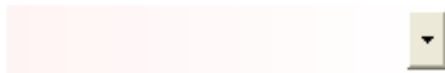
Mandatory zones in red with an asterisk



Grey zones to be filled in when applicable



Blank fields for proposal content



Dropdown lists

#### b) Automatically completed fields



Striped bright red zones



Striped in bright grey zones

The information entered in the mandatory red zones referred to in paragraph a) above is automatically transferred to the corresponding red striped zones. To insert changes in the red striped zones, the corresponding red zones must be modified.

### 3.4. Saving the application form

When you download the application form, please save it, using “save as”, on your hard disk and name it.

Due to the characteristics of the application form, it is strongly recommended to save it frequently and to create backup versions, mainly before locking it.

### **3.5. Validating and locking the application form**

Once you have completed the application form, you must check that all fields have been filled in correctly and that you have not omitted any mandatory information (the button "Highlight fields" placed at the top-right corner of the will border the mandatory fields in red). This is called validating the form. Once you have validated your form you can still modify its content.

After validating the application, and if you are confident that no further changes must be introduced, you can proceed to locking the application form. Once you have locked the form you can no longer modify the information it contains. Your work is completed and you will be provided with an automatically created reference number, which will appear at the bottom of each page on your application form.

## **4. PROTECTION OF PERSONAL DATA**

All the applications received by the EAHC will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. For more information, please refer to the website of EAHC:

[http://ec.europa.eu/eahc/about/data\\_protection.html](http://ec.europa.eu/eahc/about/data_protection.html).

## **5. SUBMITTING THE APPLICATION FORM**

### **5.1. What is required to submit the proposal?**

#### *5.1.1. Packaging and delivery and content*

The proposal must be sent **in one single batch** by postal mail, hand delivery or private courier service. Refer to paragraph V. of the Call for proposals for conferences 2011 for complete information on the proposal submission procedure and the required content of the application package.

Proposals must be delivered to the address, as specified in the Call for proposals for conferences 2011:

European Commission  
**CALL FOR PROPOSALS “HEALTH-2011”**  
**CONFERENCES**  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG

**Submission by fax or electronic mail will not be accepted.**

Proposals submitted to the awarding authority remain the property of the awarding authority and will not be returned.

*5.1.2. Signing the form*

Signing the form occurs through signing the declaration of honour.

*5.1.3. Submission deadline*

The deadline for submitting proposals is specified in the Call for proposals for conferences: 27 May 2011. Proposals can be submitted in any way described in paragraph V of the Call for proposals for conferences.

Applicants are reminded that they are responsible for ensuring safe delivery of their proposal.

*5.1.4. Acknowledgement of receipt*

Once your proposal has been received and registered by the awarding authority, an acknowledgement of receipt will be dispatched to the applicant. The acknowledgment of receipt is included in the application form. Please check if your address is correct. The acknowledgement of receipt will contain a reference number which must be mentioned in all correspondence concerning the proposal.

**Applicants who have not received an acknowledgement of receipt by 17 June 2011 should contact the awarding authority Helpdesk via [EAHC - PHP - CALLS@EC.EUROPA.EU](mailto:EAHC-PHP-CALLS@EC.EUROPA.EU).**

**How and when is the applicant informed whether the application has been accepted?**

The awarding authority cannot provide any information while the applications are being evaluated.

All applicants will be informed within 15 calendar days after the final award decision, in accordance with the Implementing rules of the Financial Regulation.

**It is unlikely that any information will be available before 31 September 2011 at the earliest.**

## 5.2. Additional recommendations

Competition: The call will most likely be highly competitive. A weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal carefully to improve on or eliminate weak elements.

Completeness: Proposals must include all relevant information, as they are evaluated only on the basis of the written material submitted. Follow the format of the application form and attach the supporting documents requested.

Content: Successful proposals show full compliance with all award criteria.

Ethical issues: Clearly describe any potential ethical aspects and applicable regulatory aspects of the work to be carried out and the way they are dealt with according to relevant national and European rules<sup>7</sup> and other relevant international guidelines.

Grant agreement: Check that the model grant agreement conditions are acceptable for your organisation. Submission of a proposal means acceptance of the conditions laid down in the model grant agreement.

Management: Clearly indicate ability for high-quality management adapted to the scope of the intended conference.

Presentation: Good proposals are clearly drafted and are easy to understand. Good proposals are precise and concise, not “wordy”; evaluators appraise on substance, not on number of pages.

Results: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results.

Specific actions and objectives: Check that your proposal does indeed address an activity included in the current call. Ineligible proposals or proposals not addressing activities of the call will be excluded.

Evaluation: good proposals include a scientifically sound and credible evaluation work package, not only focusing on process evaluation, but looking in particular at outcomes.

Last but not least: Arrange for your draft proposal to be evaluated by your colleagues before sending it, using the evaluation criteria described in this guide. Use their advice to improve your proposal before submission

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<sup>7</sup> E.g. the EU Charter of Fundamental Rights:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:083:0389:0403:EN:PDF>

## **CHAPTER II**

### **STEP BY STEP PROCEDURE**

#### **6. GENERAL ADVICE BEFORE STARTING**

##### **6.1. Documents to be consulted when preparing a proposal**

- a) Second programme of Community action in the field of health (2008 – 2013);
- b) Work plan 2011 and its' annexes;
- c) 2011 Call for proposals for conferences;
- d) Model grant agreement, especially the general conditions;
- e) Financial Regulation;
- f) Implementing rules of the Financial Regulation.

All documents can be downloaded from EAHC website at: <http://ec.europa.eu/eahc>

##### **6.2. Languages**

In principle, conference proposals may be submitted in any official language of the European Union.

However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another language. Therefore, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

##### **6.3. Other issues**

Filling in this form can take some time. Please make sure that you have allocated a sufficient number of hours to carry out this work and avoid interruptions. Please save all your work at regular intervals.

In the application form, all the fields followed by a star (\*) are mandatory and have to be completed.

**Numbers** (amount, duration, person months) should be rounded up to the nearest whole number (**no decimals please**).

**Percentages** should be rounded up to the nearest **two decimals**.

**All costs must be given in euro (NOT KILO €)** and should **exclude value-added tax (VAT)**. If your country does not belong to the Euro-zone, please use the indicative exchange rate indicated under 15.4.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.

**Please save all your work at regular intervals.**

#### **6.4. Questions**

If you do not find an answer to your question in the:

1. guide for applicants, neither in Chapter 1 nor in Chapter 2;
2. latest version of the “Frequently Asked Questions” online;
3. documents mentioned in paragraph 5.1 above

you can turn to the Helpdesk by:

4. phone: +352 4301-37707;
5. e-mail : [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu);
6. fax: +352 4301-30359.

This Helpdesk is open on weekdays between 9.30 -12.00 am and 2.00 - 5.00 pm. Please note that the helpdesk will be unavailable on weekends and the following public holidays: 21, 22 and 25 April and 9 May. 2011..

#### **7. FORM CONTENT - STRUCTURE**

The application form, to be downloaded from the website <http://ec.europa.eu/eahc/>, provides information on administrative aspects of the beneficiary as well as technical and financial information of the event. The main sections are listed below:

- 1 – Organizational information
- 2 – Specification of the conference
- 3- Technical specification of the conference
- 4 – Management of the Conference
- 5 – Communication, information and evaluation

- 6 – Human resources
- 7 – Financial overview/budget
- 8 – Financial viability information
- Supporting documents to be attached
- Overview
- Declaration of honour
- Checklist

## 8. FORM SECTION "1 - CONFERENCE HOLDER INFORMATION"

In all boxes, M indicates a mandatory field; NM indicates a non mandatory field.

<i>Field</i>	<i>Comment</i>	<i>M / NM</i>	<i>Maximum number of characters</i>
1.1 Organization information	<u>Organisation legal name</u> : states the complete legal name of the organisation, in national language. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be those appearing in the decree or other constituting documents establishing the organisation.	M	248
	<u>Acronym</u> : acronym of your organisation (if there is no existing acronym, please create one).	M	20
	<u>Organisation status</u> : Select from the drop-down list the status (private or public).	M	Drop-down list
	<u>IBAN code</u>	NM	50
	<u>VAT number</u> : Value Added Tax number	NM	36
	<u>Legal registration code</u> : please provide the organisation's legal code number found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	47
	<u>Number of employees</u>	NM	number
1.2.	<u>Street Name &amp; No</u> : official location of the organisation.	M	186

Address conference holder	<u>Post code</u> : enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code with country prefix, e.g. B -1000 and not 1000 or UK -SW1H 9AS and not SW1H 9AS.	M	18
	<u>City</u> : please type the name of the city	M	62
	<u>Country</u> : select from the drop-down list	M	Drop-down list
	<u>Telephone</u> : please encode country and area code.	M	30
	<u>Fax number</u> : please encode country and area code.	M	30
	<u>Official web-site</u> : please type the URL of the organization's web-site.	NM	100
1.3 Contact person for the conference holder	This person effectively manages the preparation, implementation and follow-up of the conference		
	<u>Title</u>	NM	10
	<u>Function</u>	M	50
	<u>Gender</u>	NM	Drop-down list
	<u>Family Name</u>	M	70
	<u>First Name</u>	M	70
	<u>Telephone</u> : please encode country and area code.	M	30
	<u>Fax</u> : please encode country and area code.	NM	30
<u>Email</u> : This electronic mail will be used further on for any correspondence.	M	255	
1.4 Legal representative	This person is a legal representative of the organisation and is empowered to sign grant agreements.	M	
	The subfields are identical to those in 2.3		

## 9. FORM SECTION "2 - SPECIFICATION OF THE CONFERENCE"

All fields in the following section are mandatory.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
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2.1. Key specification	<u>Conference title</u>	130
	<u>Acronym of the conference title:</u> please provide a short acronym of no more than 30 characters, to be used to identify your proposal. The same acronym will automatically appear on the bottom of each page of the proposal in order to prevent errors during handling.	30
	<u>Conference date foreseen:</u> Refer to chapter 2.4.2 of the 2011 work plan where it is specified that: "For administrative reasons, all conferences eligible for co-funding, apart from Presidency conferences, must be held in 2012." Note that the application form has the year "2012" pre-filled. You only need to indicate the month and the day(s). The first ("from") and the last date ("to") should be entered. Two digits are foreseen for the day (DD) as well as for the month (MM).	Drop down list for month and days
	<u>Priority area and Action:</u> First select the main priority area: Improve citizen's health security (HS-2011), Promote Health (HP-2011) or Generate and disseminate health information and knowledge (HI-2011). Then select one action your proposal refers to. Afterwards click on the sub-action to which or conference relates to. Please note that your proposal must clearly relate to this sub-action.  Please refer also to the Health Programme and to chapter 3, "Priorities for 2011", of the Work plan 2011. Note that you cannot select an action if you have not already selected a priority area. Likewise, you cannot select a sub-priority area if you have not selected an action.	Drop-down list followed by a click on the relevant button
2.2 Summary	Please provide a short summary of your conference proposal. It should address the following: purpose and objectives of the conference, contribution to the second health programme, target participants, impact and expected outcomes.	4000

## 10. FORM SECTION "3 - TECHNICAL SPECIFICATION OF THE CONFERENCE"

**All the elements in this section are mandatory.**

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
3.1 Purpose of the conference	Describe the purpose i.e. the anticipated result the conference shall have. This should include the scientific background to the conference.	2200
3.2	Describe the general / strategic objectives of the conference. The general objective gives an indication of the conference's link to	2200

Objectives of the conference	one or more areas of the health programme and/or 2011 annual work programme. The general objective should be correlated with the expected outcomes.	
3.3 Coherence of the conference with the work plan 2011	Describe how the conference contributes to one or more area in the work plan 2011 and/or the second Health Programme in general. Synergies with other ongoing activities in the field (e.g. projects co-funded under the health or other EU programmes) and structures (e.g. technical committees of the health programme) should be described.	2200
3.4 Innovative ideas of the conference	The conference should provide an added value and not duplicate existing events. Innovation can be achieved with regards to topics covered, the participants, the working methods of the conference etc.	2200
3.5 Impact and expected outcomes of the conference	Please describe the expected outcomes and the impact from the conference. Conference outcomes are the changes that are expected to occur as a result of the event, assuming that the objectives are reached.  They should match the problem determinants the conference is trying to focus on and should be written at a level which allows them to be evaluated at the conclusion of the conference. They should also be specific, measurable, acceptable for the target group, realistic, and time-bound (containing an indication of the time within which the specific outcome must be reached).	2200
3.6 Deliverables	The outcome previously described is distinguished from a specific type of output, the deliverables. A deliverable is a physical output related to the conference e.g. a report, publication, newsletter, website, declaration etc. Each deliverable must be assessable by the stakeholders and by the awarding authority. All public deliverables need to be submitted to the awarding authority within one month of their completion in order to publish them on the awarding authority's web-site.  As stipulated in the model grant agreement, one final report is mandatory as a deliverable.  The minimum number of deliverables is 1 (the final report) and the maximum number is 10.	
	<i>Title of the deliverable</i>	250
	<i>Ways to disseminate</i>	250

## 11. FORM SECTION "4 - MANAGEMENT OF THE CONFERENCE"

**All the elements in this section are mandatory.**

<i>Field</i>	<i>Comment</i>	<i>Maximum</i>
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		<i>number of characters</i>
4.1 Organisation and planning of the conference	The organisation of a conference involves a number of activities. Please describe here these activities and also the methodology and specific tools to be used, the nature of the different tasks to be carried out, with a clear link between the activities and the expected outcome and impact of the conference. This should include, but is not limited to methods of prioritization of the topics covered, abstract selection, including quality criteria, selection of participants and speakers and financial circuits.	2200
4.2 Profile of the conference holder	<p><u>Profile:</u></p> <p>Describe the conference holder organisation, its competences, experiences, leadership and authority in the chosen field and more particularly the key staff members and their responsibilities.</p> <p>With this description the capacity of the conference holder to organise the conference in such a way as to reach its' objectives has to be demonstrated. The leadership and authority refers both to the organisational and personal aspects of leadership. On the organisational level, there should be a clear division of responsibilities and tasks between the conference leader and other staff involved. The management structure and decision making as well as monitoring processes need to be described. On the personal level, the conference leader must have the necessary skills, expertise and authority to lead a team and to achieve the conference objectives. He or she should also be capable of using the resources in a flexible way.</p> <p>This includes a very short description of the key staff members' competence, expertise, leadership quality and authority required by the conference activities. The description will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers, conferences achievement...) of the staff.</p>	1100
4.3 Steering committee	List the members of the steering committee and their respective tasks. Briefly motivate the choice of the members.	
	<i>Name:</i> enter the name of the committee member	250
	<i>Institution:</i> enter the name of the institution the committee member represents	250
	<i>Country:</i> enter the name of the country the committee member represents	50
	<i>Task:</i> enter a brief description of the task of this committee member	250

4.4 Scientific committee	List the members of the scientific committee and their respective tasks. Briefly motivate the choice of the members.	
	<i>Name:</i> enter the name of the committee member	250
	<i>Institution:</i> enter the name of the institution the committee member represents	250
	<i>Country:</i> enter the name of the country the committee member represents	50
	<i>Task:</i> enter a brief description of the task of this committee member	250
4.5 Conference programme	Describe briefly the (draft) conference programme. This should include the type of sessions (plenary, workshop, round table, satellite, poster, oral communication etc.), the session topics, (provisional) titles and the invited speakers (if known). A copy of the (draft) programme should be attached to the proposal.  The conference programme should take into account the political priorities of the EC as well as allow space for speakers from the EC and for related actions co-financed under the second Health Programme.	2200
4.6 Target participants	Please describe, giving a brief explanation, which type of stakeholders the conference addresses. Make also reference to the European coverage, but mentioning possible non-European participation as well as other aspects of participation e.g. the availability of scholarships.	2200
4.7 Participants expected	Please indicate the approximate number of expected participants and make a brief description of who they should be (from which (type of) organization), where they should be coming from (from which EU Member State or other country).	2200
4.8 Risk analysis and contingency planning	Even in the best-planned events there are uncertainties, and unexpected events can occur. A risk analysis at the start of the organisation of the conference will help to predict the risks that could prevent the event from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the action, and what can be done about it.	2200
4.9 Time plan	All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the event.  As the action should not exceed <b>12 months</b> , the maximum duration is 12 months. Fill in the table in the form dividing your	250 per phase

	<p>planned activities in the three time sections given: preparation phase, conference phase and post-conference phase. Repeated activities (e.g. meetings of the steering committee) need to be entered in each month they are being carried-out.</p> <p>You can add and delete rows by using the (+) and (-) buttons. The months will be automatically chronologically ordered i.e. M1, M2, M3 etc until M12.</p>	
4.10 Sponsorship	Describe the types of public and private organizations which will be approached to sponsor the conference and how, foreseen uses of logos, sponsorship hierarchy etc.	2200

## 12. FORM SECTION "5 - COMMUNICATION, INFORMATION AND EVALUATION"

### **All the elements in this section are mandatory**

The comments outlined hereafter should be understood as indicative orientation but not as prescription.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
5.1 Marketing and communication to the targeted participants	Please describe the promotional activities to be carried out. This should include European as well as worldwide activities. This relates to dissemination aspects and preparatory works taking place <u>before</u> the event. Make reference to how the EU co-funding will be made visible and the second Health Programme promoted.	2200
5.2. Dissemination of the conference deliverables	<p>As the objective of a conference is to add value to the Public Health knowledge, in most of the cases it will be very important to disseminate properly the results of the conference to a broader public than the conference participants. The applicants have to describe their dissemination strategy.</p> <p>With reference to the deliverables listed in table 3.6, a dissemination plan should be elaborated, explaining how the conference holder plans to share outcomes with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method/means), and when (before, during, after the conference).</p> <p>All dissemination activities should highlight the EU co-funding and contribute to the overall promotion of the second Health Programme.</p>	2200
5.3 Post-conference	Describe the evaluation methodology with the indicators on which it is based on.	2200

follow-up and evaluation	An adequate evaluation methodology involves the formulation of specific <i>evaluation questions</i> . For process evaluation, the evaluation questions should be linked to the planning and organisation and focus on whether the activities are implemented according to plan, how obstacles and difficulties will be identified during the implementation and dealt with, and how the quality of the implementation will be assured. For effect (outcome) evaluation, the evaluation questions should be linked to the objectives, and verify if the stated objectives have been achieved. For each evaluation question, indicators must be defined. Indicators are variables which measure the performance and the level to which the set objectives are reached. Ideally, they should be simple metrics that are easy to measure. By quantifying relevant aspects (e.g. attendance) they should provide for a possibility to assess the extent to which the objectives are attained.	
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### 13. FORM SECTION "6 - HUMAN RESOURCES"

	<p><u>Function:</u> You can specify five different functions concerned by the organisation of the conference such as: Conference Manager, Conference Assistant, Conference Secretary, IT support, etc.</p> <p><u>Number of persons per function:</u> refers to the number of person working for the conference, by function</p> <p><u>Number of days per function:</u> refers to the number of days needed for the conference (sum by function)</p> <p><u>Daily rate per function:</u> this daily rate comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.</p> <p>For example, if the conference requires two persons of a given function (number of persons = 2) during one month (20 open days), the number of days to be filled in for this function is 40.</p> <p><u>Total per function:</u> refers to the total cost per function. This total appears automatically (total of column B x column C).</p> <p><u>Comments:</u> You may wish to comment shortly on the information provided in this table (per function). Note that the overall total is automatically reported to section 7.1 to the field E.1 "staff".</p>	100
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## 14. FORM SECTION "7 - FINANCIAL MANAGEMENT"

### **General recommendations before to start to fill in the form**

- ⇒ This part has to be filled in by the applicant.
- ⇒ You are strongly recommended to consult the model grant of agreement, which is attached to this document and the Frequently Asked Questions (FAQ), which can be found on-line <http://ec.europa.eu/eahc>.
- ⇒ If you cannot find the answer to your question among these two documents, you may send an e-mail or call the Health Helpdesk which has been set up for that purpose. But please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you.
- ⇒ You are also recommended to read carefully the definition of eligible costs and the definition of non-eligible costs which are provided hereafter in this document before starting to encode your financial data.
- ⇒ All costs/incomes must be given in euro (and not kilo €) and should exclude value-added tax (VAT).
- ⇒ If your country does not belong to the Euro-zone, please use the indicative exchange rates indicated hereafter in this document.
- ⇒ The costs/incomes shall be rounded to the nearest whole number (no decimals please).
- ⇒ To fill in the costs/incomes, highlight the zero which appears automatically and type in your figure.

#### **14.1. Expenditures/eligible costs (7.1)**

This section summarizes the expenditure of your conference. Items E.1. to E.7. are to be filled in.

##### *14.1.1. Staff (E.1)*

- ⇒ The cost of staff means the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff working for the conference, provided that they can be identified and justified by its accounting system.
- ⇒ Staff assigned to the project is understood to mean permanent or temporary staff employed by the beneficiary. The cost of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.
- ⇒ Costs for experts (external to the applicant's organisation), who work on the conference and are fully paid by the applicant on the basis of an invoice shall be considered as a subcontracting cost and not as a staff cost. These costs should be taken into account under "E5. Subcontracting".

⇒ The daily rates for staff can be calculated as follows:

**Daily rates = Yearly staff costs / Productive Days**

**Yearly staff costs** = Real gross pay of the employee (\*)  
(+) PLUS any other verifiable cost of social allowance granted by the employer.

(\*) including the social security costs and the pension charge paid by the employer.

**Productive Days** = Total days per year: 365 days  
(-) MINUS total number of weekend days over the year: 52x2=104 days;  
(-) MINUS total number of holidays allowed in the organisation (A);  
(-) MINUS total number of public holidays in the year (B);  
(-) MINUS days spent dealing with non productive tasks such as training (C);  
(-) MINUS days corresponding to a usual absenteeism rate in the organisation (D)  
= 365 – 104 – (A) – (B) – (C) – (D).

⇒ In principle the maximum numbers of productive days cannot exceed 220 days per year and per staff.

⇒ Where national legislation does not permit salary slips to be released to third parties for security or other reasons, the applicant may be asked to submit a table showing the daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager.

It is to be noted, however, that at the time of a grant agreement is concluded the applicant may be requested to provide staff cost related supporting documents in case of audit at the applicant's premises.

#### *14.1.2. Travel costs and subsistence allowances (E.2)*

⇒ Only travel costs and subsistence allowances for own staff employed by the applicant (i.e. reported under E1. Staff Cost) must be taken into account in this category.

⇒ Travel/subsistence costs for staff not employed by the applicant should be reported under:

- **E5. Subcontracting** when this staff belongs to sub-contractors (in addition of fees/remuneration which are in principle already foreseen for sub-contractors);
- **E6. Other Costs** in other cases: for collaborating partner, external invited experts.

⇒ Any recourse to missions in countries other than EU 27, applicant countries and EFTA-EEA countries while the project is under way, if not provided for in the initial grant or amendment(s), shall be subject to prior written authorisation by the awarding authority.

⇒ The internal rules of the applicant have precedence in matter of travel costs and subsistence allowances. The applicant will be requested to confirm during the negotiation phase if it intends to apply its existing internal rules or the EC rules and rates. If such internal rules do not exist in the applicant's organisation, the following rules and rates approved by EC can be applied:

- According to EC rules the **travel expenses** are eligible under the following conditions:
  - The most economic mean of transport and the most direct route;
  - The distance must be of at least 100 km between the place of the meeting and the normal place of work (headquarter of the applicant in principle);

Means of transport and estimation of costs:

- For travel by rail the estimation of cost can be based on first class ticket fare;
  - For travel by air (only for return journeys of more than 800 km) the estimation of cost can be based on the economy class ticket fare, unless a cheaper fare can be used (e.g. Apex) or can be based on average of 600 € (return-ticket by person). However note that the balance payment will be established by taking into account actual costs;
  - For travel by car the estimation can be based on the equivalent first class rail fare.
- The EC rules as regards **subsistence costs** are based on flat-rate subsistence allowances. They cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out.

The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in the following tables (as set out in Article 13 of Annex VII of the Staff Regulations<sup>8</sup>):

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	<b>225,00</b>
Belgium	92,00	140,00	<b>232,00</b>
Bulgaria	58,00	169,00	<b>227,00</b>
Cyprus	93,00	145,00	<b>238,00</b>
Czech Republic	75,00	155,00	<b>230,00</b>

Destination	Daily subsistence allowance	Hotel	Total
Latvia	66,00	145,00	<b>211,00</b>
Lithuania	68,00	115,00	<b>183,00</b>
Luxembourg	92,00	145,00	<b>237,00</b>
Malta	90,00	115,00	<b>205,00</b>
Netherlands	93,00	170,00	<b>263,00</b>

<sup>8</sup> Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency

Denmark	120,00	150,00	<b>270,00</b>	Poland	72,00	145,00	<b>217,00</b>
Estonia	71,00	110,00	<b>181,00</b>	Portugal	84,00	120,00	<b>204,00</b>
Finland	104,00	140,00	<b>244,00</b>	Romania	52,00	170,00	<b>222,00</b>
France	95,00	150,00	<b>245,00</b>	Slovakia	80,00	125,00	<b>205,00</b>
Germany	93,00	115,00	<b>208,00</b>	Slovenia	70,00	110,00	<b>180,00</b>
Greece	82,00	140,00	<b>222,00</b>	Spain	87,00	125,00	<b>212,00</b>
Hungary	72,00	150,00	<b>222,00</b>	Sweden	97,00	160,00	<b>257,00</b>
Ireland	104,00	150,00	<b>254,00</b>	United Kingdom	101,00	175,00	<b>276,00</b>
Italy	95,00	135,00	<b>230,00</b>				

Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.<sup>9</sup>

#### 14.1.3. Equipment (E.3)

- ⇒ The principle of depreciation is covered in the grant agreement Article II.14.2.
- ⇒ Only the portion of the equipment's depreciation corresponding to the duration of the conference and the rate of actual use for the purposes of the project (% allocation to the project) may be taken into account by the awarding authority.
- ⇒ Common software should be covered by the flat-rate in "E7. Overheads".
- ⇒ The internal rules of the applicant have precedence in matter of depreciation of equipment. The applicant will be requested to confirm during the negotiation phase if it intends to apply its existing internal rules or the EC rules.  
If such internal rules do not exist in the applicant's organisation, the following rules approved by EC can be applied:
  - Hardware expenses depreciated over 36 months (PCs, Printers, etc.);
  - Purchase of specific software depreciated 100%;
  - Specific furniture depreciated over 60 months;
  - Equipment (photocopiers, fax, etc.) depreciated over 60 months.

Some examples for conference of 10 months (M1 to M10) if EC rules apply:

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<sup>9</sup> Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

Equipment	Price of purchase	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% allocation to project	Amount of depreciation
Informatics equipment	2,000.00 €	M1	36	<b>10</b> = From M1 to M10	100%	2,000.00 € x 10/36 x 100% = <b>555.56 €</b>
Informatics Equipment	2,000.00 €	M1	36	<b>10</b> = From M1 to M10	<b>75%</b>	2,000.00 € x 10/36 x 75% = <b>416.67 €</b>
Informatics Equipment	2,000.00 €	<b>M3</b>	36	<b>8</b> = From M3 to M10	100%	2,000.00 € x 8/36 x 100% = <b>444.44 €</b>
Informatics Equipment	2,000.00 €	<b>M6</b>	36	<b>5</b> = From M6 to M10	100%	2,000.00 € x 5/36 x 100% = <b>277.78 €</b>
Informatics Equipment	<b>4,000.00 €</b>	M1	<b>60</b>	<b>10</b> = From M1 to M10	100%	4,000.00 € x 10/60 x 100% = <b>666.67 e</b>

#### 14.1.4. Consumables & supplies costs linked to the conference (E.4)

⇒ These costs should normally appear in “E7. Overheads”. Nevertheless, provided that they are identifiable as specific costs directly linked to performance of the conference and booked into the applicant's accounting system, they can appear under this category.

#### 14.1.5. Subcontracting (E.5)

- ⇒ Contracts only cover service procurement. They may be awarded only if they may cover the execution of a limited part of the total eligible costs of the conference.
- ⇒ Core elements of the conference cannot be subcontracted.
- ⇒ The technical and financial management of the conference is the legal responsibility of the applicant. These tasks cannot be transferred to a third party.
- ⇒ Recourse to the award of contracts must be justified having regard to the nature of the conference and what is necessary for its implementation.
- ⇒ The tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in the budget in Annex II of the grant agreement.
- ⇒ Any recourse to the award of contracts while the conference is under way, if not provided for in the initial grant application or amendment(s), shall be subject to prior written authorisation by the awarding authority.
- ⇒ The applicant shall retain sole responsibility for carrying out the project and for compliance with the provisions of the grant agreement. The applicant must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the awarding authority under the grant agreement.
- ⇒ Subcontracting shall not apply when the task concerns provision of the service which is not necessary for the conference and/or when the task can be carried out by the applicant.
- ⇒ The applicant must ensure that its agreement with the subcontractor mentions in particular that:

- The awarding authority may, at any time during the grant agreement and up to five years after the end of the project, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the awarding authority itself or OLAF;
  - The European Court of Auditors shall have the same rights as the awarding authority, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
- ⇒ In addition to the tasks subcontracted, it is recommended to provide to the awarding authority the name of the subcontractors carrying out any subcontracted tasks identified in the technical annex of the grant agreement as soon as they are known.
- ⇒ If the applicant has to conclude contracts in order to carry out a conference which falls under eligible direct costs in the estimated budget, he/she shall seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so he/she shall observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests.

<b>Estimated value of the subcontract (x)</b>	<b>Minimum of bids to be consulted for the competitive tenders (recommendation)</b>
$x > 60.000 \text{ €}$	More than 5 bids
$25.000 \text{ €} < x < 60.000 \text{ €}$	At least 5 bids
$5.000 \text{ €} < x < 25.000 \text{ €}$	At least 3 bids
$x < 5.000 \text{ €}$	1 bid

- ⇒ Public organisations: please note that your national procurement rules in matter of award of contracts are also applicable.

#### *14.1.6. Other costs (E.6)*

- ⇒ Other exceptional additional costs not falling within any of the other categories (E1 to E5) mentioned above may be charged, provided that they are directly related to the conference, can be clearly identified and justified by the accounting rules and principles of the applicant and satisfy the criteria of direct eligible costs.

Examples of other costs: dissemination of information, specific evaluation of the conference, audits, translations, reproduction, travels costs and subsistence allowances for collaborating partners or for external invited experts.

Financial audit and financial guarantee costs have to be foreseen here when they are required by the grant agreement.

#### *14.1.7. Overheads (E.7)*

- ⇒ The indirect costs incurred when preparing and holding the conference may be eligible for flat-rate funding fixed at **a maximum of 7%** of the total eligible direct costs.

- ⇒ They do not need to be supported by accounting documents.
- ⇒ Overheads are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the partner body's various activities and cannot therefore be booked in full to the project for which the grant is awarded because this grant is only one part of those activities.
- ⇒ Overheads comprise costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, IT, etc.

#### *14.1.8. Total eligible costs*

Once item E.1. to E.6. have been filled in, the **Total direct eligible costs** is automatically calculated; and once E.7. has been filled, the **Total indirect eligible costs** is automatically calculated.

## **14.2. Incomes (7.2)**

This section summarizes the incomes of your conference. Items I.1. to I.4. shall be filled in.

The total budget must be balanced, i.e. the total of the expenses shall be **equal** to the total of the incomes.

#### *14.2.1. Commission funding (I.1)*

The Awarding authority funding is the financial contribution that the applicant expects to be granted from the awarding authority.

The maximum co-funding request for the awarding authority shall not exceed 50 % per conference proposal. The awarding authority will determine in each individual case the maximum percentage to be awarded.

#### *14.2.2. Applicant's financial contribution (I.2)*

Financial contributions you, as applicant, will provide to the budget.

#### *14.2.3. Income generated by the conference (I.3)*

Resources that correspond to revenues linked to and generated by the conference itself: admission fee to the conference, sale of publications, sale of equipment bought for the conference etc.

#### 14.2.4. Other external resources (I.4)

Resources that stem from grants allocated either at international level, European level, national level, regional level or local level and/or financial transfers received from donors/sponsor.

#### 14.2.5. Controls to be carried out

Once items I1 to I4 have been filled in, the **Total Incomes** is automatically calculated as well as the **Balance** (Expenditures - Incomes). The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. If the balance is not zero, you are invited to revise your incomes (items I in 7.2 of the application form) and/or to review your expenditures (items E in 7.1 of the application form).

**Co-funding requested in percentage:** The percentage of the co-funding requested is calculated automatically as the ratio between "I1. Co-funding request from the Community budget" and the total income.

**Overheads in percentage:** The percentage of Overheads is calculated automatically as the ratio between "E.7. Overheads and the Total direct eligible costs".

### 14.3. Definition of expenditures/eligible costs

Article II.14.1 of the grant agreement defines eligible costs as costs which must satisfy the following general criteria:

.../...

*They are **incurred during the duration of the action** as specified in Article I.2.2 of the agreement, with the exception of costs relating to final reports and certificates on the action's financial statements and underlying accounts;*

*They are **connected with the subject of the agreement** and they must be indicated in the estimated budget annexed to it;*

*They are **necessary for the implementation of the action** which is the subject of the grant;*

*They are **identifiable and verifiable**, in particular being recorded in the accounting records of a beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;*

*They comply with the requirements of applicable tax and social legislation;*

*They are **reasonable, justified, and comply with the requirements of sound financial management**, in particular regarding economy and efficiency.*

*The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.*

.../...

#### 14.4. Definition of non-eligible costs

The non-eligible costs are, as stipulated in Article II.14.4 of the grant agreement between the awarding authority and the beneficiary:

.../...

- *return on capital;*
- *debt and debt service charges;*
- *provisions for losses or potential future liabilities;*
- *interest owed;*
- *doubtful debts;*
- *exchange losses;*
- *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;*
- *costs declared by a beneficiary and covered by another action or work programme receiving a Union grant;*
- *excessive or reckless expenditure;*
- *contributions in kind.*

.../...

#### Additional information

- ⇒ Contributions in kind are services or goods used for the conference and provided to the applicant free of charge, e.g. work by voluntary helpers, use of buildings, office space, etc.
- ⇒ These are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the project, they may be declared in the initial budget and final financial report, thus giving a precise idea of the conference cost, but they need not to be justified to the awarding authority. If the contractor opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception at the time of the negotiation phase.
- ⇒ This table summarizes all the information you have entered in the previous sections (7.2 and 7.3). Since all data are copied or calculated automatically, you do not have to make any new data entry here.
- ⇒ The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. A balance which is not null will appear in red.

⇒ If the balance is not zero, you are invited to revise the financing plan of one or more partners and to modify one or several incomes (items I in 7.2.1 of the application form). Another possibility is to review your expenditures (items E in 7.1 of the application form).

## 15. FORM SECTION "8 - FINANCIAL VIABILITY INFORMATION"

The following parts have to be filled in by the applicant:

- ⇒ Accountancy information (8.1.);
- ⇒ Balance sheet of the two last accounting years (8.2);
- ⇒ Profit and loss account (8.3).

And the following supporting documents have to be attached to the proposal:

- ⇒ Copy of balance sheet of the two last accounting years;
- ⇒ Copy of profit and loss account.

If the applicant is a public body, this part must not be filled and none supporting document is required.

### 15.1. Accountancy information (8.1)

<b>8.1. Accountancy information</b>		
Account starting date (YYYY-MM-DD):	Account ending date (YYYY-MM-DD):	Account duration (in months):
Cash accounting: <input type="checkbox"/>	New entity: <input type="checkbox"/>	Date of incorporation (YYYY-MM-DD):
Currency: € Euro		Euro_rate: 1

#### *Technical Notes*

<u>Account starting date:</u>	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
<u>Account ending date:</u>	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
<u>Accounts duration (in months):</u>	The duration should be specified in months only, and for duration of a maximum of 12 months.
<u>Cash accounting:</u>	Please click on that box to activate it, in the only case you use a cash accounting system.
<u>New entity:</u>	Please click on that box to activate it, in the only case your entity is new and cannot provide any balance sheets and profit and loss accounts

Date of incorporation:

Please fill in the date when your entity was created and/or registered

Currency:

Select a currency in the list. Note that even if you use “€ Euro”, you will have to introduce all the figures in the column “In Currency Unit” and not in the column “In Euro”.

Euro exchange rate:

This rate will automatically appear following the indicative exchange rates indicated in this document.

## 15.2. Balance sheet of the two last accounting years (8.2) and Profit & Loss account (8.3)

8.2. Balance sheet of the two last accounting years	Assets		Liabilities	
	In currency unit		In Euro	
1. Unpaid subscribed capital :	0	0	0	0
2. Fixed assets (2.1+2.2+2.3) :	0	0	0	0
2.1. Intangible fixed assets :	0	0	0	0
2.2. Tangible fixed assets :	0	0	0	0
2.3. Financial assets :	0	0	0	0
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) :	0	0	0	0
3.1. Stocks :	0	0	0	0
3.2.1. Debtors due after one year :	0	0	0	0
3.2.2. Debtors due within one year :	0	0	0	0
3.3. Cash at bank and In hand :	0	0	0	0
3.4. Other current assets :	0	0	0	0
<b>Total assets (1+2+3) :</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4. Capital and reserves (4.1+4.2+4.3+4.4) :	0	0	0	0
4.1. Subscribed capital :	0	0	0	0
4.2. Reserves :	0	0	0	0
4.3. Profit and loss brought forward from the previous years :	0	0	0	0
4.4. Profit and loss brought forward for the financial year +/- :	0	0	0	0
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) :	0	0	0	0
5.1.1 Long term non-bank debt :	0	0	0	0
5.1.2. Long term bank debt :	0	0	0	0
5.2.1. Short term non-bank debt :	0	0	0	0
5.2.2. Short term bank debt :	0	0	0	0
<b>Total liabilities (4+5) :</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

8.3. Profit and loss account				
Profit and loss account	In currency unit		In Euro	
6. Turnover :	0	0	0	0
7. Variation in stocks +/- :	0	0	0	0
8. Other operating incomes :	0	0	0	0
9. Costs of material & consumables :	0	0	0	0
10. Other operating charges :	0	0	0	0
11. Staff costs :	0	0	0	0
12. Gross operating profit (6+7+8-9-10-11) :	0	0	0	0
13. Depreciation and value adjustments on non-financial assets :	0	0	0	0
14. Net operating profit (12-13) :	0	0	0	0
15. Financial income & value adjustments on financial assets :	0	0	0	0
16. Interest paid :	0	0	0	0
17. Similar charges :	0	0	0	0
18. Profit/loss on ordinary activities (14+15-16-17) :	0	0	0	0
19. Extraordinary income and charges +/- :	0	0	0	0
20. Taxes on profits +/- :	0	0	0	0
21. Profit/loss for the financial year (18+19-20) :	0	0	0	0

### *Technical Notes*

<i>In currency Unit</i>		<i>In Euro</i>	
<i>Encode: T-1 e.g. 2009</i>	<i>Encode: T0 e.g. 2010</i>	<i>Encode: T-1 e.g. 2009</i>	<i>Encode: T0 e.g. 2010</i>
To be filled in	To be filled in	All the fields will be automatically calculated from “In currency unit T-1” using the indicative exchange rates indicated in this document.	All the fields will be automatically calculated from “In currency unit T0” using the indicative exchange rates indicated in this document.

### **Additional information**

- ⇒ In these sections, all figures shall be encoded in the columns “In currency unit” and not in the columns “In Euro”, even if your figures are expressed in Euro.
- ⇒ When you have filled in the account starting date in 8.1 (e.g.: 01.01.2009), the accounting years automatically appear in 8.2 and 8.3.

- The first sub-column under “In currency unit” is automatically T-1, referring to the second last accounting year (e.g. 2009).
- The second sub-column under “In currency unit” corresponds to T0, referring to the latest accounting year available (e.g. 2010).

⇒ In order to correctly complete 8.2 (Assets & Liabilities) and 8.3 (Profit & Loss account), please refer to table next page indicating the correspondence between items to be listed in the balance sheet/profit and loss account and those listed in the 4<sup>th</sup> accounting Directive.

#### *15.2.1. Exceptions to the encoding of 8.2 and 8.3*

⇒ You are an entity using a cash accounting system (your accounting movements are based on the flow of cash entries and cash disbursements) and you are not in a position to fill in a balanced balance sheet. In that case, please:

1. Tick the box "**Cash accounting**" in 8.1.
2. Attach to your proposal a paper copy of your last 2 years audited statutory accounts.

⇒ Your entity is new and you cannot provide any balance sheet and profit and loss accounts data. In that case, please:

1. Tick the box "**New entity**" in 8.1.
2. Submit a paper copy of any document (even draft) showing of your statutory accounts.

⇒ In the two above mentioned exceptions, the 8.2 and 8.3 of the application form will disappear.

#### *15.2.2. Controls to be carried out (8.2 and 8.3)*

⇒ These figures shall be consistent with any supporting documents attached to your proposal.

⇒ You must ensure that the total assets and total liabilities figures in balance sheet of the two last accounting years do balance in 8.2.

### 15.3. Correspondence between balance sheet/profit and loss account and the 4th accounting Directive

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
<b>1. Subscribed capital unpaid</b>	<b>A. Subscribed capital unpaid</b>	A. Subscribed capital unpaid (including unpaid capital)
<b>2. Fixed assets</b> (2.1+2.2+2.3)	<b>C. Fixed Assets</b>	
2.1. Intangible fixed assets	B. Training expenses as defined by national law C. I. Intangible fixed assets	B. Training expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
<b>3. Current assets</b> (3.1+3.2.1+3.2.2+3.3+3.4)	<b>D. Currents assets</b>	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account

3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
<b>Total assets</b> (1+2+3)	<b>Total assets</b>	
<b>LIABILITIES</b>	<b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>4. Capital and reserves</b> (4.1+4.2+4.3+4.4)	<b>A. Capital and reserves</b>	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year

<b>5. Creditors</b> <b>(5.1.1+5.1.2+5.2.1+5.2.2)</b>	<b>C. Creditors</b>	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.2.1. Short term non-bank debt	B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (≤ one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
<b>Total liabilities</b> <b>(4+5)</b>	<b>Total Liabilities</b>	

<b>PROFIT AND LOSS ACCOUNT</b>	<b>PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)</b>	
<b>6. Turnover</b>	<b>1. Net turnover</b>	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
<b>12. Gross operating profit (6+7+8-9-10-11)</b>	<b>Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6</b>	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
<b>14. Net operating profit (12-13)</b>	<b>Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7</b>	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
<b>18. Profit or loss on ordinary activities (14+15-16-17)</b>	<b>Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]</b>	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges

20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
<b>21. Profit or loss for the financial year (18+19-20)</b>	<b>Profit or loss for the financial year</b> = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]	21. Profit or loss for the financial year

#### 15.4. Indicative exchange rates as of January 2011

Country	Code	Currency	Code	Exchange rate
Bulgaria	BG	Lev (New)	BGN	1,95580
Croatia	HR	Kuna	HRK	7,385500
Czech Republic	CZ	Czech koruna	CZK	25,240000
Denmark	DK	Danish krone	DKK	7,454400
Estonia	EE	Estonian kroon	EEK	15,64660
Hungary	HU	Forint	HUF	279,00000
Iceland	IS	Icelandic króna	ISK	153,130000
Liechtenstein	LI	Swiss franc	CHF	1,2475
Lithuania	LT	Lithuanian litas	LTL	3,452800
Latvia	LV	Latvian lats	LVL	0,709800
Norway	NO	Norwegian krone	NOK	7,819000
Poland	PL	Zloty	PLN	3,965000
Romania	RO	New Romanian Leu	RON	4,287300
Sweden	SE	Swedish krona	SEK	9,013300
United Kingdom	GB	Pound sterling	GBP	0,860200

Source: <http://ec.europa.eu/budget/inforeuro/index.cfm>

## 16. SUPPORTING DOCUMENTS

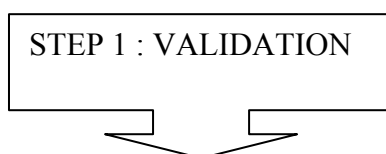
This checklist helps you to collect all the supporting documents needed to prepare the application package. The supporting documents are not required from public bodies, international public organisations created by inter-governmental agreements or from specialist agencies created by the latter, with the exception of the draft conference programme.

## 17. OVERVIEW

This page will be filled automatically. You do not need to fill any information into the boxes here.

## 18. VALIDATION PAGE

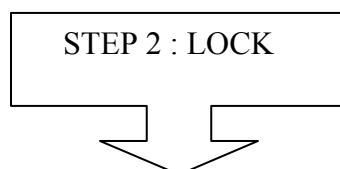
Complete the following four step process.



In order to check whether all mandatory fields in the application form have been filled in click on the “**VALIDATION BUTTON**” located at the end of the form. After clicking on this button you can still modify the contents of the fields

This validation is merely a tool to help applicants fill in the form. The operation does not guarantee that the information has been entered properly. It remains the responsibility of the applicant to check the contents of the form.

Note: on every page of the application form, Acrobat Reader provides a "highlight fields" button (upper right corner). You can use this button to visualize more easily the mandatory fields (and hence, those that you might have forgotten to complete).

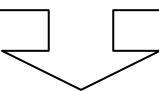


After validating the application, the “**LOCK BUTTON**” will appear on the same page. Check that all mandatory fields are properly filled in and that you are satisfied with their contents. If you are sure that there are no more changes to be made, click on the button to finalise your work. **After locking you will no longer be able to modify the data.** It is therefore strongly recommended to make a copy of the application form before locking it. You will be able to use this copy if ever you realise that the locked application form still contains errors.

As a result of the locking of the application form, an informatics number (IT number) will be inserted at the bottom of each page. This number is generated automatically, for internal use.

**You will receive a different reference number in the acknowledgement of receipt that will be sent to you, once you submit the proposal to the EAHC.**

STEP 3: SAVE



Please now save the locked application form. **This step is really important since it includes saving the IT number.**

A new page appears, informing you that the application form has been completed. Follow the instructions on this page on how to prepare the full application package to be sent to the awarding authority. This procedure is also described in paragraph 3 above as well as in more details in the call for proposals for conferences document.

STEP 4: PRINT and  
BURN CD-rom



After printing the application form check that the reference number of the electronic version corresponds to the reference number of the paper version. Please also burn the application form on a CD, and check for readability!

The next page in the form is the "overview" page. It is automatically generated with the information you provided before. You do not have to enter any information here.

The "acknowledgement of receipt" page is also automatically filled; you do not have to enter any information here. Once your proposal has been received by the awarding authority, a reference number will be attributed and noted on this page. Then, the page will be sent back to you for future reference.

## **19. DECLARATION OF HONOUR**

The declaration of honour has to be signed and sent to the awarding authority as part of the application package. The declaration of honour is automatically produced by the form. Please follow the instruction in the form to print the declaration of honour. **If the original signed declaration of honour is not included in the application package, it will be rejected and not submitted to evaluation.**

## 20. MANDATORY CHECKLIST

This mandatory checklist is a new feature of the application form. It helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it. Contrary to the declaration of honour, there is no need that the legal representative signs this checklist. It should be signed by the contact person / the person responsible to prepare the application package. **If the complete and original checklist is not included in the application package, it will be rejected and not submitted to evaluation.**