



EUROPEAN COMMISSION
Employment, Social Affairs and Equal Opportunities DG

RESTRICTED CALL FOR PROPOSALS

VP/2008/018

<p>Learning for Change Setting up learning networks under the ESF 2007-2013</p>

Under Budget Line 04.022000
ESF Technical Assistance operational budget - 2007-2013

Questions should be sent by e-mail only to: empl-ESF-grants-2008@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

All documents related to the call can be downloaded from the following site:

http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm

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Budget Line 04.022000

Learning for Change

1 RATIONALE AND GENERAL OBJECTIVES

The main purpose of transnational cooperation is to contribute to employment policy and delivering reforms essentially through learning from other countries and regions by bringing together people, knowledge and practice, activities, networks and fora in the field of employment, social inclusion and training. Exchange of information, sharing of good practice, and working together towards common solutions in a multicultural environment has an important multiplier effect:

- by strengthening the capacities to innovate;
- by modernising and adapting institutions to new social and economic challenges;
- by identifying and assessing issues and solutions for reforms in policy and delivery in order to meet the Lisbon targets; and
- by improving the quality of governance of public policies, programmes and actions.

In the previous period the Commission has been the main motor and resource for stimulating and supporting transnational cooperation under the ESF and making it work through the EQUAL Community Initiative and innovative actions (Art. 6). The revised Lisbon strategy emphasises the need to strengthen ownership of the reform agenda at national, regional and local level. As a consequence, in the period 2007-2013, the main responsibility for learning from one another has to be assumed by Member States and regions. This new role is backed by the ESF Regulation (Reg. (EC) No 1081/2006¹) which stipulates that transnational co-operation is an integrated feature of the European Social Fund (ESF) 2007-2013:

"The ESF shall also support transnational and interregional actions in particular through the sharing of information, experiences, results and good practices, and through developing complementary approaches and coordinated or joint action."

This provision invites Member States and regions to support transnational cooperation, through their national and regional ESF Operational Programmes (OP),

- in all policy areas identified for ESF interventions, such as adaptability, labour market policies, social inclusion, human capital and strengthening public administration;
- for all types (strategic stakeholders such as social partners, NGOs, training and regional development organisations, public administrations, ESF management bodies, beneficiaries, participants in projects) and levels of actors, and
- for all types of exchange and cooperation (joint projects; events; focus groups and networks; mobility and exchange of people).

As a result, Member States and regions, in their Operational Programmes under the ESF 2007-2013, plan to use 2 % (€ 3 bn) of the budgets of their Operational Programmes for transnational cooperation.

¹ Regulation (EC) No 1081/2006 of the European Parliament and of the Council of 5 July 2006 on the European Social Fund and repealing Regulation (EC) No 1784/1999, Official Journal of the EU, L 210, 31.7.2006, p. 12

2 THE GENERAL OBJECTIVES OF ESF SUPPORT AT EU LEVEL FOR TRANSNATIONAL COOPERATION

In addition, the Commission has committed itself to provide flexible support to Member States and regions to facilitate the implementation of the transnational dimension of Operational Programmes. The Commission is providing swift support to emerging needs of Member States that are **more effectively met at European level**. As outlined in its “Action Plan to support Transnational Cooperation at EU level”², it will **complement** and reinforce the **actions carried out at national or regional level**. In doing so, its role will be that of

- a **facilitator of good practice** between ESF managers and strategic stakeholders of Member States and regions, and
- a **catalyst for learning and change**, thus contributing to capacity building and supporting the reform agendas at national and regional level.

The Action Plan of Directorate General for Employment, Social Affairs and Equal Opportunities is based on Art 45 (1) e of the General Regulation (Council Regulation (EC) No 1083/2006³) (*“measures to disseminate information, networking, raise awareness, promote cooperation and exchange experiences throughout the Community”*) and aims at implementing the provisions of the corresponding Art. 9 of the ESF Regulation (Reg. (EC) No 1081/2006). This calls for the Commission’s promotion of

”in particular, exchanges of experience, awareness-raising activities, seminars, networking and peer reviews serving to identify and disseminate good practice and encourage mutual learning and transnational and interregional cooperation with the aim of enhancing the policy dimension and contribution of the ESF to the Community objectives in relation to employment and social inclusion”.

These provisions have been further specified in the Action Plan, which was presented and welcomed by the ESF Committee in March 2007. The Action Plan includes *“support and thematic expertise for the establishment of thematic networks, exchange events and policy fora of groups of Member States and regions”*⁴.

In a nutshell, the Action Plan comprises a **coherent support package** for Member States and regions to share practices, experience and tools for spending their budgets for transnational exchange and cooperation in the most effective way.

² http://ec.europa.eu/employment_social/equal/data/document/200704-trans-actionplan_en.pdf

³ Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999, Official Journal of the EU, L 210, 31.7.2006, p. 25.

⁴ The other lines of action relate to

- providing a platform to identify and share, at an early stage, the themes selected and implementation provisions established for transnational cooperation
- establishing a network of ESF managers, who are responsible for implementing the transnational operations under an OP,
- supporting the creation of a user-friendly IT tool facilitating searches for suitable transnational partners, transnational events funded under the ESF, and for activities and results of transnational networks; and
- supporting the validation of good practices and results and to provide space on the ESF web portal
- presentation of good practices of transnational work.

3 SPECIFIC OBJECTIVES OF THE CALL

In the context of the Commission's Action Plan to support Transnational Cooperation at EU level, this call aims at facilitating and strengthening transnational exchange and cooperation funded under the ESF Programmes through **networking for capacity building and mutual learning between ESF managing and implementing bodies and strategic stakeholders**.

The specific objective of this call is to develop sustainable networks on themes and issues relevant for delivering the Lisbon reform agenda:

- **exploiting opportunities** for programme managers, strategic stakeholders, governmental departments in charge of policy supported under the ESF and practitioners **for learning** from one another, and with each other;
- **capitalising good practice** and the lessons learnt under the ESF Operational Programmes 2007-2013 (in particular from innovative action and transnational cooperation);
- **facilitating their use** to improve the quality and efficiency of Structural Funds programmes and their impact on employment, social inclusion and training across the whole Union; and
- **contributing to policy development at EU level**.

The key vehicle for speeding up these processes is the establishment of **learning networks and communities of practice**

- established around themes and issues with a European dimension where groupings of Member States and regions expect that transnational co-operation will assist them in delivering employment and social inclusion policies;
- initiated and managed by groupings of managing authorities, intermediate bodies, and public administrations in charge of policy supported under the ESF (the "network partners");
- open and participative and involve in their activities all stakeholders and people with competence and experience that can contribute to, and benefit from, a common learning process (the "network members");
- focusing on common concerns and interests, and common learning objectives of the network partners;
- facilitating exchange of practice, experience, tools and plans between the network partners and their peers across Europe;
- building on the capacities established by the network partners to monitor, validate and document good practice, and to test it in different contexts;
- generating results that can be used by the network partners and their peers across Europe for improving the quality, efficiency and impact of ESF programmes and the policies that they support; and
- supporting the development of a stable two-way bridge between good practice on the ground, effective implementation and results of Operational Programmes, and policy issues and actions at EU level.

Mutual learning organised by these networks can be focussed on

- key policy fields and issues, such as integration of migrants in the labour market, inclusive entrepreneurship, age management, pathways to flexicurity etc. ("thematic networks"), or on
- key principles of programme management such as promoting partnerships, or stimulating, supporting and mainstreaming social innovations, promoting gender mainstreaming, etc. ("governance networks").

All networks facilitate mutual learning, in particular:

- sharing **information** on relevant issues, approaches, experience and evidence, actions and agendas, results and impact related to the network domain;
- jointly **exploring and testing** of ideas, experience, and practice;
- developing **common views** and building **shared understanding** on key issues of ESF interventions;
- reviewing, **validating and assessing** results and achievements, on the basis of common criteria, through (peer) reviews and benchmarks;
- collecting **cases of good practice** and identifying the factors for success and failure;
- sharing knowledge, tools and practice with a **wider community** of professionals and stakeholders (the "network members"), through networking and collaborative work on issues of common interest;
- **transferring** good practice and the lessons learnt to potential users such as decision makers, ESF administrators, and stakeholders.

The transnational learning networks funded under EQUAL have served as pilots for identifying specific policy needs for transnational cooperation, testing effective exchange and cooperation arrangements, such as learning communities of practice, and for gaining the critical mass of commitment from managing authorities and intermediate bodies to cooperate around common ESF issues.

4 PROFILE AND KEY ACTIVITIES OF NETWORKS

In order to achieve their objectives of improving the quality of Operational Programmes through mutual learning, networks will require:

- a critical mass of ESF programme managers, stakeholders and practitioners willing and able to share practice, tools, experience and plans around a common policy or good governance issue of the ESF;
- a learning strategy (including resources and professional management) for interacting, sharing good practice, building a common body of knowledge and experience, and learning;
- a common and robust methodology for identifying good practice;
- a pool of "assets" to share, such as documented practice and experience;
- the capability and preparedness of ESF bodies and other relevant institutions to integrate the lessons learnt through networking into their Structural Funds programmes, policies and actions.

The lead partner, in agreement with the network partners has the responsibilities:

- to make available professional communication services and facilities for the network members, moderation and animation of their interactions, and expertise on the core subject of the network;
- to appoint and supervise network management and coordination, and sound financial management of the network.

The costs of these professional services are eligible under the grants.

In order to stimulate the development of skills and methods in nurturing, managing and benefiting from learning networks, the Commission will organise exchange seminars for people with key roles in the networks, to strengthen their management capabilities and to exploit synergies.

Sharing and disseminating practice will synergise the following formats of exchange which had been the pillars of similar networks funded under EQUAL:

- **Exchange events** facilitate sharing information, analysis and assessment of practices;
- **Peer reviews** bring together policy makers, ESF managers, practitioners and evaluators of good practice of the host country and a group of peers from other Member States interested in getting first hand background information;
- **Learning seminars** provide an opportunity to share approaches, skills, tools, and working methods with pioneers of good practice;
- **Policy fora** bring together policy makers and stakeholders at regional, national and EU levels, as well as practitioners able to present to them the benefits of the good practice validated by the network, in order to gain their confidence in the feasibility, effectiveness and efficiency of these practices;
- **Tools** relate to actions to further develop, validate, test and pilot working methods and tools for ESF managers, strategic stakeholders and beneficiaries implementing the ESF;
- **Communication platforms** such as websites, fora, blogs, wikis, etc and **communication technologies** such as teleconferencing or collaborative tools complement face-to-face interactions by facilitating sharing concerns, information, knowledge, documents and practices, and allow to create a collaborative space;
- **Personal transfer of competencies and experience** through e.g. training, coaching, or site visits.

This list of activities is by no means exhaustive. It reflects the working methods most frequently used by previous networks, for the following reasons:

- all of them facilitate the process of communication, mobilisation, learning and change;
- they can be combined to generate a value-chain of activities;
- they can be applied both to thematic and governance issues.

5 EXPECTED RESULTS

On the basis of the objectives stated above (section 3), the Commission will award grants to ESF Managing Authorities of Member States and regions, collaborating with intermediate bodies and strategic stakeholders from different countries around key thematic and governance issues in ESF implementation.

The main functions of these networks will be to stimulate, facilitate and nurture a process of continuous sharing and accumulation of knowledge, experience and expertise around key ESF issues by providing an opportunity to

- share information across Member States - and demonstrate that linguistic barriers can be resolved;
- share concerns, questions, ideas, plans and evaluations - and demonstrate that mutual trust can be created;
- develop a shared understanding – and demonstrate that cultural and institutional differences can be overcome;
- establish discussion fora where practical questions of general interest are addressed and know-how and experience can be exchanged – and demonstrate that sharing of experience and practice has an added value for all participants in the process;
- create awareness, interest and commitment in joint learning throughout a wider community of peers across Europe;
- disseminate agreed guidance to other ESF managers and key stakeholders – and provide evidence for the advantages of good practice identified and validated.

The longer-term impact of the networks will be on the ESF programmes for which the network members are responsible. It is expected that the networks will contribute to:

- strengthening the capacities to innovate;
- modernising and adapting institutions to new social and economic challenges;
- identifying and assessing issues and solutions for reforms in policy and delivery in order to meet the Lisbon targets; and
- improving the quality of governance of public policies, programmes and actions.

These networks will be successful if they generate added value for the ESF programmes and the policies which the ESF supports, and for the people and organisations participating in its activities.

At the **programme level**, networking is expected to result in, for example:

- mutual fine-tuning and orchestration of arrangements to promote transnational exchange and co-operation under the ESF programmes of core partners and network members, in order to develop synergies and complementarities;
- the setting up of networks of stakeholders and practitioners at OP level contributing to, and taking up results of, the network;
- launching of action plans to base ESF support on commonly agreed good practice or approaches;
- introduction of common (management) tools;
- common approaches to monitoring, evaluation or reporting on ESF activities in the fields of cooperation.

Added value through networking will be also expected at the level of its **individual members** in terms **professional development**, for example through,

- helping each other in solving problems at operational and strategic levels;
- providing stimuli to reflect on one's own practice and orientation to improve it;
- applying common working methods successfully tested in other countries or regions;
- providing opportunities for staff exchange;
- gaining professional skills and recognition.

In addition, added value will be expected at the **level of participating institutions and organisations** in terms of **capacity building** for managing ESF Programmes effectively, for example through:

- keeping up with developments across Europe in the policy or governance field in question;
- get easy access to a pool of competencies and experience which allows to respond faster to emerging policy needs;
- using common tools successfully tested across Europe;
- developing and assuring professional competence;
- speeding up the use and integration of good practice gained elsewhere in Europe;
- developing a common voice on the issues at stake.

It also expected that the networks will present their activities and results at key events of DG Employment and at the Open Days – European Week of Regions and Cities.

6 SYNERGIES WITH OTHER EU PROGRAMMES

In promoting transnational networks, the Commission will also ensure consistency and complementarity and the absence of duplication between actions supported under this call for proposals, and related Community Programmes.

The Commission intends to assist the analytical work of networks by making available the results of analyses, monitoring, surveys and evaluations generated under the Community Programme for Employment and Social Solidarity - PROGRESS⁵. It will facilitate access to the pool of expertise and good practices accumulated under PROGRESS, and support linkages with other networks and partnerships in the policy field concerned. This will stimulate the exploitation of synergies between transnational networks under the ESF and PROGRESS.

Transnational cooperation between managing authorities and intermediate bodies supported under this call will also be developed in parallel to, and will complement, the policy initiative "Regions for Economic Change"⁶ which provides financial support for networks under INTERREG IVC, the 2007-2013 ERDF interregional cooperation programme, and URBACT II, the 2007-2013 ERDF cooperation programme on urban issues.

7 INDICATIVE AMOUNT

A maximum of € 4 million has been set aside for commitments in 2008.

The maximum amount to be granted per network will be € 500,000. This amount may be increased by € 200,000 for networks developing and testing a common tool in a significant number of member states.

The budget line allows support to be given to networks to which the applicants (=lead partners and core group) contribute at least 10 % of the total cost of the operation. Contributions in kind will not be taken into account.

Any application which requests a grant of more than 90 % will be excluded automatically from the selection. For more details, please see section 10 below.

⁵ Alongside ESF interventions, the Commission implements the Community Programme for Employment and Social Solidarity – PROGRESS. PROGRESS' mission is to strengthen the EU's contribution in supporting Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To that effect, PROGRESS is instrumental in:

- providing analysis and policy advice on employment, social inclusion and social protection, working conditions including labour law and health and safety, non-discrimination and gender equality policy areas;
- monitoring and reporting on the implementation of EU legislation and policies in employment, social inclusion and social protection, working conditions including labour law and health and safety, non-discrimination and gender equality;
- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- relaying the views of the stakeholders and society at large.

To that end, PROGRESS supports or undertakes:

- Relevant training and mutual learning targeting legal and policy practitioners in PROGRESS policy areas;
- Accurate monitoring/assessment reports on the implementation and impact of EU law and policy in PROGRESS areas;
- The identification and dissemination of good practice in PROGRESS policy areas;
- Information and communication activities, networking between and with stakeholders and events on issues relating to PROGRESS policy areas
- Development of appropriate statistical tools, methods and indicators relating to PROGRESS policy areas;
- Appropriate policy advice, research and analysis relating to PROGRESS policy areas.
- Non-governmental organisations and networks active in PROGRESS policy areas.

More information on PROGRESS can be found under http://ec.europa.eu/employment_social/progress/index_en.html

⁶ http://ec.europa.eu/regional_policy/cooperation/interregional/ecochange/index_en.cfm

8 TIMETABLE AND MILESTONES

The duration of the networks may be between 18 and 36 months.

Eligibility of expenditure may be granted from the day of submission of the application, or an agreed date. However, any expenditure incurred after submission of the application and before the signature by both parties of the grant agreement, is at the applicant's risk. Expenditure incurred before submission of the application is ineligible.

Selected networks will be required to achieve 'milestones' to be defined in their work programme.

A preparatory period of up to 6 months, ending with the first milestone, shall be dedicated to network development, during which the partners shall especially:

- finalise the composition of the core partnership, and detail the roles and contributions of each core partner;
- carry out a baseline study including a diagnosis of the problem to be addressed and an assessment of its relevance across Europe, based on a mapping – across the EU – of actors and stakeholders, agendas and actions, networks and events, centres of expertise and experience, which are relevant for the main objective and issue of the network;
- specify the expected results of the learning network for the network partners and members, and for the partners' Operational Programmes (in particular: the production of action plans showing how the results of learning will be implemented at OP level; and the setting up of corresponding networks of stakeholders and practitioners at OP level);
- describe the activities and methods that will be used to achieve these results;
- outline the methods for involving the stakeholders required for success;
- agree a detailed work programme (including a description of the network objectives and the learning strategy to attain them, assumptions, success factors and risks, the methodology for on-going monitoring and evaluation, and the responsibilities and budget estimates for each activity) and a review of the budget for the implementation phase;
- sign all the required contractual agreements between the lead partner and service providers, in particular network facilitator and experts (on condition of approval of the work programme for the implementation phase).

The initial milestone, completing this preparatory phase, is thus the creation or consolidation of a sustainable and effective network and its learning strategy with a real added value. The time period available for this (up to 6 months, see above) will be determined by the quality and speed at which each network completes its partnership and achieves agreement with all partners on the work programme (including the relevant service providers) and the partners' contributions to it.

Subsequent milestones relate to a review of the implementation of the activities, outputs and results as set out in the work programme. These reviews will be conducted regularly, at least at 12 month intervals, and based on the regular reports submitted by the lead partner of a network.

9 ELIGIBLE ORGANISATIONS

Eligible lead partners are ESF Managing Authorities designated pursuant to Art 59 of Council Regulation (EC) No 1083/2006. Core partners can be other Managing Authorities, intermediate bodies or ESF support structures managing a structural fund operational programme. Other network partners can be key stakeholders and governmental departments in charge of policy supported under the ESF.

The lead partners will undertake all organisational and financial management activities required for setting up and operating learning networks.

The inclusion of at least one partner from EU-12 Member States is highly recommended.

All Partners need to prove the relevance of the proposed networking activities for their operational programmes, both in terms of capability to provide evidence of good practice resulting from support of relevant activities on the ground, and capacity for using the results of collaborative work to improve the quality of their OP.

10 EXAMINATION OF GRANT APPLICATIONS

Applications will be examined by an Evaluation Committee and selected, taking account of the budgetary remarks and the criteria laid down in this document (see below).

10.1 ELIGIBILITY CRITERIA

To be eligible, lead applicants must:

- be Managing Authorities for ESF Operational Programmes designated pursuant to Art 59 of Council Regulation (EC) No 1083/2006 and have been invited in this capacity to submit a proposal.

To be eligible, applications must:

- be accompanied by a covering letter, mentioning the number of this Call for Proposals (VP/2008/018);
- be complete and include all the documents listed in the checklist below;
- include a signed Memorandum of Understanding or at least signed letters of commitment from other Managing Authorities or Intermediate Bodies from at least four other Member States, confirming that they are willing to participate in, have the resources and capacities to actively contribute to, and have the potential to use the results of, the network;
- provide written details of the co-financing to be contributed by the applicant Managing Authority and or its partners, as well as its non-financial contributions;
- present a request for a Community grant of not less than EUR 100,000 and not more than EUR 700,000;
- mention the name and function of the proposed co-ordinator of the lead partner;
- set out the timetable of the activity;
- comply with the deadlines of submission (see 11. below).

10.2 AWARD CRITERIA

Proposals which fulfil the eligibility criteria indicated above will be assessed according to the following award criteria:

Strategy of the partnership to deliver and benefit

- Strategy to monitor, assess and document good practice to be able to actively contribute to network activities;
- strategy for developing links and synergies with national (networking) activities;
- orchestration of the implementation of core partners' ESF Programmes to achieve common grounds for funding transnational actions;
- roles and contributions of the lead and core partners, and their added value to the network;
- inclusion of partner(s) from EU-12.

Quality and organisation of work

- extent to which the network meets the specific objectives of the call;
- extent to which the network has a genuine learning objective and a clear method of promoting and nurturing learning;
- quality and feasibility of the proposed managerial and organisational approach;
- quality of the method proposed to tackle communication and collaboration between network partners and members;
- quality of the method for disseminating experience, practice and results to other Member States and regions;
- approach to mobilise competencies and experience from a broad range of institutions, and to integrate them in the network;
- approach to handle languages;
- risk assessment;
- synergies with other EU Programmes;
- extent to which proposed work programme generates a value chain of activities;
- clarity of the application;
- overall quality, clarity and completeness of the budget explanation;

Effectiveness and potential impact

- Strategy for using the results of the network for improving the quality, efficiency and impact of ESF programmes;
- added value of the network;
- lasting impact and / or multiplier effect of the network;
- cost-effectiveness of the network operations;
- relevance for, and approach to, make an impact on EU policies, actions and agendas.

In finalising its list of proposals to be supported the Commission will take into account

- the need to ensure a balance in the range of issues to be supported;
- the importance of making sure that as many Member States and as possible are actively involved in the networks;
- the need to involve a broad range of competence and experience in the networks.

10.3 NOTIFICATION PROCEDURE

The European Commission will notify applicants after the meeting of the Evaluation Committee at which the application was examined. Successful applicants will receive two original copies of the grant agreement for acceptance and signature.

11 PROCEDURE FOR SUBMISSION OF PROPOSAL

The **call**, the **application form**, the **Financial Guidelines for Applicants** and further information related to the call for proposals is provided on the following website:

http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm

Questions can also be sent by e-mail to empl-ESF-grants-2008@ec.europa.eu.

The Commission will publish all questions and answers of general interest on the website referred to above. Applicants can receive regular updates of the Q&A upon request.

Applications accompanied by the annexes and all the required documentary proof must be submitted by

15 September 2008 for the **1st round**

28 November 2008 for the **2nd round**

1) in electronic format via the SWIM online application

The web-based application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed at the following web address⁷: <https://webgate.ec.europa.eu/swim>.

and

2) in hard copy in triplicate to the following addresses

a) by **post** or **express courier service** (the submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date):

European Commission
DG Employment, Social Affairs and Equal Opportunities
Unit B4 (SPA3 00/009): Call for Proposals VP/2008/018
B-1049 Brussels
Belgium

b) or by personal delivery against a signed receipt from the Commission's central mail service (this personal delivery can be direct or through any authorised representative of the applicant, including private messenger service etc.) **by 16.00 hours on 15 September 2008** for the 1st round, and **by 16h00 on 28 November 2008** for the 2nd round:

European Commission
DG Employment, Social Affairs and Equal Opportunities
Unit B4 (SPA3 00/009): Call for proposals VP/2008/018
Avenue du Bourget 1
B-1140 Brussels
Belgium

The reference of the call for proposals must be indicated on the envelope.

⁷ Before starting, please read carefully the user's manual which you will find at the top of the page ("Help on SWIM").

Failure to submit the application by post and online by the deadlines indicated above to the Commission will entail the ineligibility of the request for subsidy.

Complementary documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission. Please do make sure that the full set of the application form and all accompanying documents as listed above are included in your sending by post by the closing date.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, handwritten forms and those sent by fax or e-mail will not be taken into consideration.

The **Financial Guidelines for Applicants** annexed to the present call for proposals provides more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein together with the **Financial Guidelines for Applicants** provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

12 CHECKLIST OF THE REQUIRED DOCUMENTS

Please send in the following documents **in triplicate** (original + two copies). The application form and the requested annexes⁸ must be submitted also **electronically** via the SWIM online application.

Regarding the presentation of the application file, it is recommended to:

- Follow the order of documents as listed in the checklist below;
- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

<i>order</i>	<i>Document</i>	<i>Download from SWIM</i>
1	Original letter of application quoting the reference of the call (VP/2008/018) duly signed and dated by the legal representative of the applicant Managing Authority.	NO
2	Print-out of the complete online application form including estimated budget (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative of the applicant organisation.	YES
3	Print-out of the network description dated and signed by the legal representative of the applicant organisation (Annex D1).	YES
4	Print-out of the work programme and time schedule for the network signed by the legal representative of the lead partner (Annex D2, in Word format, detailing the sections highlighted in Annex D1).	NO
5	A signed Memorandum of Understanding or signed letters of commitment from the core partners (other Managing Authorities or Intermediate Bodies from at least four other Member States), confirming that they are willing to participate in, have the resources and capacities to actively contribute to, and have the potential to use the results of the network, specifying the contribution of each partner (Annex D3).	NO
6	Legal entity form duly completed with the original signature of the legal representative of the Managing Authority (Annex D4).	YES
7	Financial identification form duly completed with the original signature of the legal representative of the Managing Authority and the original signature and stamp of the bank (Annex D5). The name of the bank account holder must be the same as that of the applicant Managing Authority, or it should be the account used by the Managing Authority for its regular ESF payments. The Financial identification form must correspond to the Legal entity form (see above).	YES
8	Detailed CVs (educational and professional qualifications) and job specification of the proposed network manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal (Annex D6).	NO
9	(Where appropriate) Subcontracting for external expertise: a copy of draft tender specifications (Annex D7).	NO
10	Other documents which may be of relevance (Annex D8).	NO

⁸ The electronic forms and documents must be submitted via SWIM **before** printing. After the electronic submission no further changes to the application are possible.