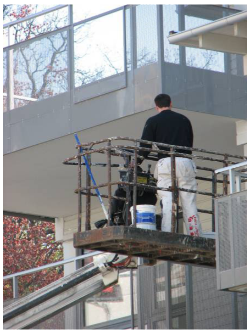
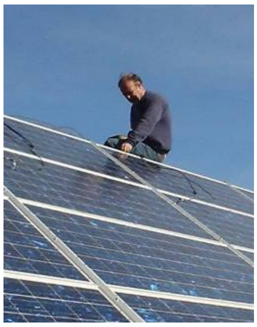
INTELLIGENT ENERGY EUROPE

Guide for Proposers v1.1 30 November 2011

Call for Proposals 2012
Call identifier: CIP-IEE-2012





BUILD UP Skills – National Qualification Platform and Roadmps (Pillar I)

[CIP-IEE-PROMO-BWI]

Deadline: **9 February 2012, 17:00** (Brussels local time)

For further information: http://ec.europa.eu/intelligentenergy

BUILD UP Skills is the EU's Initiative on Training and Qualification of the Building Workforce

Important Notice:

Please read this guide carefully

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Important Notice:

This Guide is based on the rules and conditions contained in the legal documents relating to the Competitiveness and Innovation Programme (CIP) and the Intelligent Energy-Europe (IEE) programme (2007-2013), in particular its Annual Work Programme 2012.

The Guide does not in itself have legal value, and thus does not supersede these documents.

0. QUICK GUIDE TO THE ON-LINE SUBMISSION SYSTEM

To enter the on-line system, please use the link given on the Call web-page
http://ec.europa.eu/energy/intelligent/call_for_proposals/call_library_en.htm

Proposals must be submitted electronically, using the Commission's "Electronic Proposal Submission Service **EPSS**[1]". Proposals arriving at the EACI by any other means are regarded as "not submitted" and will not be evaluated.

Full instructions are in the **EPSS User Guide** available from the EPSS entry page.

All the data that you upload is securely stored on a server to which only you (as coordinator) and other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

As **co-ordinator** you can in EPSS:	As **partner** you can in EPSS:
– Register as interested in submitting a proposal – Set-up and modify your consortium by adding/removing partners – Complete all of Part A of the proposal – Download the application document templates (for writing Part B & C) – Up-load the application documents (Part B, Part C and annexes) – "Submit" the complete proposal	– View the whole proposal – Complete your own section A2 (participant data) – Download the application document templates for Part B & C of the proposal.

Only the Coordinator is authorised to submit the proposal. Beware: Completing Part A and uploading Part B, Part C and annexes does **NOT** yet mean that your proposal is submitted. Once you have a consolidated version of the proposal, you must press "**Submit now**". Note that 'Submit now' only starts the final steps for submission: After reading the information page that then appears, you must submit the proposal using the button marked "Press this button to submit the proposal".

The EPSS then performs an automatic validation of the proposal. A list of any problem (validation error message) such as missing data, wrong file format or excessive file size etc. will then appear on the screen. Once the coordinator has fixed them, he must then repeat the above step to achieve a submission.

If the proposal is successfully submitted, the Coordinator receives a message confirming the submission. This automatic message is not the official acknowledgement of receipt. The latter will only be sent by email to the coordinator.

IMPORTANT:

→ Call deadlines are absolutely firm and are strictly enforced. In order to avoid the risk of a failed submission due to the time required for uploading files or due to validation errors, do not wait to the last hours to submit your application.

→ Uploading annexes (see Section V of this guide) will take time, depending on the size of your consortium. Upload them well in advance.

→ Try out all steps well in advance to make sure that you know the system.

[1] Please note that the "Electronic Submission Service EPSS" is a service developed under the Research Framework Programme. The EACI is using this service based on an agreement.

→ Use the EPSS advantages: Before the deadline, the system allows you to 'submit' your proposal at any time – you can update and replace the uploaded documents any time up to the deadline.

→ When you work in EPSS: save early and often. Time out of the system is after 30 minutes. Saving will also validate the form. ‘Editing/filling’ a form is not considered as an activity by the system, only ‘saving’ or ‘validating’ the form will reset the time-out.

→ Before you start uploading, note:

- File names can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character. It cannot contain any special characters or spaces.
- Part B filename should be: IEE-12-ACRONYM.
- Part C filename should be: IEE-12-ACRONYM-PartC.
- Annex Filenames should also follow strict instructions – refer to Section V.

I. INTRODUCTION

1. Intelligent Energy – Europe (IEE) 2007-2013

The 2007-2013 the Intelligent Energy - Europe (IEE) programme forms part of the EU's **Competitiveness and Innovation framework Programme (CIP)**. Its global budget of €730 million is mostly used to support European actions under annual calls for proposals. Funding may cover up to 75% of the eligible costs.

The objective of the IEE programme is to contribute to secure, sustainable and competitively priced energy for Europe.

By improving energy efficiency and encouraging the wider uptake of new and renewable energies, the IEE programme aims to boost actions which will help achieve the EU's targets, including measures to:

- foster energy efficiency and the rational use of energy resources;
- promote new and renewable energy sources and to support the diversification of energy sources;
- promote energy efficiency and the use of new and renewable energy sources in transport.

The IEE programme has become the main Community instrument to tackle non-technological barriers to the efficient use of energy and the greater use of new and renewable energy sources.

IEE should also help with faster and smooth implementation of energy-specific legislation.

In particular it is expected to contribute to reaching the targets set by the European Union: 20% reduction in greenhouse gases emissions, 20% of energy savings compared to projections, and a share of 20% of renewable energies by 2020.

More information on the CIP: http://ec.europa.eu/cip/index_en.htm

2. Which type of actions does IEE fund?

The IEE is looking for convincing ideas to achieve EU 2020 targets.

Actions should produce a significant impact in terms of energy efficiency gains and/or renewable energies uptake. They may include for instance: knowledge transfer from one part of the European Union to another on how to do something or how to improve processes; helping the different decision making organisations understand each other better; building capacity among the various stakeholders; building confidence and understanding in the market which is essential to market growth.

The expectation is that chosen actions will act as catalysts and replication of success, triggering decisions to invest in energy efficient technologies and renewable energy sources. It is important that what is done well in one country or region can be transferred to other countries and regions. Actions with high visibility, making intelligent energy technologies and practises as widely available as possible and creating the right market conditions for their use will interest the IEE, as will those which identify where the market is failing and address those failures.

The strength of IEE lies in bringing people of different countries, experience, skills, responsibilities and cultures together, to work on a common challenge in a way that continues to have a positive impact after the action is over.

Actions must fit with the annual priorities listed in the Call for Proposals 2012.

3. And what will not receive IEE funding?

Basic research, technology development, and hardware investments will not be funded. The IEE programme might not be suitable for you if:

- Your action has a high research and development component: Go to the website of the 7th Framework Programme for Research & Development (http://cordis.europa.eu/home_en.html).
- Your action aims at the replication of an eco-innovative process, service, product or technology with environmental benefits - but does not focus on energy: Go to the CIP Eco-innovation website (http://ec.europa.eu/environment/etap/ecoinnovation/).

4. The Executive Agency for Competitiveness & Innovation - EACI

The Executive Agency for Competitiveness & Innovation (EACI) implements the Intelligent Energy - Europe programme. It was created in 2003 as the first of a number of new Executive Agencies by the European Commission to put policies into action more efficiently and with improved results, helping the Commission concentrate on its policy-making and institutional tasks. Since 2007[2], the EACI is in charge of managing parts of the Competitiveness & Innovation Programme (CIP).

The EACI launches the Call, selects and monitors the actions funded under the IEE programme. Substantial efforts are dedicated to disseminate the results and best practices from IEE actions. This gives the programme a sharper focus and greater visibility.

In the execution of the programme, the EACI works in close collaboration with its parent Directorates General: Energy, Transport, Enterprise and Environment.

5. Before you start

Optimise your chances – only high quality proposals will have a chance to get funding! This Guide for Proposers helps you to complete your application. However, regarding the content of your proposal, you should consult and benefit from the various sources of information:

- Read carefully the Call for Proposals 2012 and the Work Programme of the Intelligent Energy – Europe programme to find out which actions and priorities may be funded and the conditions to apply, the evaluation criteria, and how to submit your proposal (see reference list below).
- Coordinators: Please remind your partners to read carefully this Guide for Proposers – not only the 'ready-to-fill' Application Forms as they do not contain the instructions and guidelines. Look carefully at the Call 2012 priorities to make sure the idea behind your action fits.
- Read the FAQ (http://ec.europa.eu/energy/intelligent/call_for_proposals/faq_en.htm) and do not hesitate to contact the EACI (http://ec.europa.eu/energy/intelligent/contact/index_en.htm) or your IEE National Contact Point (http://ec.europa.eu/energy/intelligent/contact/national_en.htm) in your country for any additional information you may need.
- Subscribe to our News Alerts to automatically receive the latest news and updates.
- Investigate thoroughly the state-of-the-art.
- Refer to background documents related to the IEE programme and the current EU energy policies on renewables and energy efficiency (see the following section).

[2] Commission Decision 2007/372/EC of 31 May 2007 amending Decision 2004/20/EC in order to transform the "Intelligent Energy Executive Agency" into the "Executive Agency for Competitiveness and Innovation", OJEU L142/52 of 1.6.2007

6. Background documents and information: IEE programme and Call documents

- **Essential for your proposal**: Intelligent Energy - Europe II Work Programme 2012 & Call for Proposals 2012
- **You would like to know the contractual modalities**: Look at the model Grant Agreement for promotion and dissemination actions of the "Intelligent Energy – Europe" Programme
- **Details on eligibility of cost, time sheets and future reporting**: can be found in the Financial Guidelines for the Intelligent Energy Europe II (2007 – 2013) grant agreements
- **Legal Background**: Decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013)

all available at: http://ec.europa.eu/energy/intelligent/

- **EU energy related policy initiatives and legislation**: can be found extensively at http://ec.europa.eu/energy/index_en.htm

Background documents and information: EU activities on qualification, identification of skills needs

- **Information on the European Qualification Framework (EQF)**: http://ec.europa.eu/education/lifelong-learning-policy/doc44_en.htm
- **CEDEFOP, the European Centre for the Development of Vocational Training:** Identifying skills needs, http://www.cedefop.europa.eu/EN/identifying-skills-needs/index.aspx, and the report on green skills, www.cedefop.europa.eu/EN/publications/16439.aspx.
- **Glossary on terms related to Quality in Training (EN / FR), CEDEFOP 2011,** http://www.cedefop.europa.eu/EN/Files/4096_en.pdf
- **Directorate-General for Employment, Social Affairs and Inclusion:** New Skills for new jobs, http://ec.europa.eu/social/main.jsp?catId=822&langId=en.

7. You apply to the IEE programme – what happens with your proposal?

▼ Beginning of January 2012

Publication of the call for proposals

The IEE programme publishes annual work programmes which define the funding rules and priorities. The Call for Proposals 2011 implements the 2011 work programme of the Intelligent Energy – Europe programme. You will find it on the IEE website. The call for proposals informs you on the political priorities, the objectives and the specific fields, the arrangements for the submission of applications as well as the eligibility, selection and award criteria. Applications must use the application forms and be complete.

Deadline ▼ 9 February 2012, 17:00 CET

How do we 'receive' your proposal?

You submit your proposal via the Electronic Proposal Submission Service (EPSS). Proposals arriving to the EACI by any other means will not be accepted. Closing of receipt is 17:00 (Brussels local time) on Thursday 9 February 2012. No submission beyond this deadline can be done. A committee checks whether your proposal fulfils the formal requirements, namely that your application was submitted before the closing date. Applications which do not satisfy the formal requirements are rejected at this stage.

▼ February 2012

Evaluation of your proposal

Your proposal will be evaluated by an evaluation committee on the basis of the eligibility, selection and award criteria announced in the Call for Proposals 2012. Independent external experts assist the evaluation committee by providing a technical advisory opinion. Based on the evaluation, the committee draws up a ranking list which is submitted for approval to the Director of the EACI.

▼ March 2012

Information on your result

Upon approval of the Director, applicants are informed of the results of the evaluation. The Coordinator of the proposal will receive a summary report on the conclusions of the evaluation of his/her proposal. Some proposers might be informed that their proposal is placed on a reserve list, due to budgetary constraints.

▼ March - April 2012

Negotiation of your proposal (if successful)

If your proposal was recommended for funding, you will be invited for negotiation. In this process, the EACI will clarify with you the detailed technical and financial aspects of the proposal based on the conclusions of the evaluation. Proposals on the reserve list might be invited for negotiations, should budgetary possibilities exist at a later stage of the process.

▼

Internal consultation of other Commission services

Other services within the European Commission are consulted in order to make sure that the action in question is not already financed by the EU.

▼ April – May 2012

Your grant agreement is drawn up

Once your negotiations are successfully completed, i.e. the exact amounts and contents for your proposal are set and approved by the EACI services, your grant agreement can be drawn up.

▼ May – June 2012

Start of your action and follow up of your grant agreement

The grant agreement is duly signed by both parties and the action can start. EACI staff (project and financial officers) is responsible for the monitoring of your action.

▼

Ex-post publication

All grants awarded in the course of a financial year are published on the Internet site of the IEE programme during the first six months of the year following the Call for Proposals.

8. Submission deadline and how to submit

Proposals must be submitted using the Commissions' EPSS on-line submission system. All parts of the proposal (Part A, Part B, Part C and Annexes) must be completed. The application forms and templates are available within the on-line submission system.

The deadline for submission is Thursday 9th February 2012 – 17.00 Brussels local time.

9. Language of your application

The application should preferably be submitted in English. If the proposal is written in a Community language other than English, you must provide a translation of the summary in English. It is also recommended to include an English summary of all sections of Part B of the proposal.

Note that, for BUILD UP Skills actions, the reporting and a large part of the communication with the EACI will have to be in English.

10. Checklist for your eligibility criteria

- ❒ Your proposal must be submitted on time.
- ❒ All participants are private or public legal entities.
- ❒ All participants are established on the territories of EU-27 or in countries having taken the necessary steps to join the programme (Norway, Iceland, Croatia, Liechtenstein and the Former Yugoslavian Republic of Macedonia - as of January 2012). Up-to-date information on which countries are part of the programme is available on the programme website - please check regularly our website http://ec.europa.eu/energy/intelligent/call_for_proposals/index_en.htm
- ❒ The proposal is complete.
- ❒ All participants have filled in, dated and signed the 'Declaration of applicants' in view of the exclusion criteria.
- ❒ The proposal relates to the priority BUILD UP Skills Pillar I (National qualification platforms and roadmaps to 2020) of the Call for Proposals 2012, which in EPSS has the code CIP-IEE-2012.4.5.

11. Application Forms ("Which forms to fill?")

The application consists of the following parts:

Encode directly in EPSS

- ### "Part A" (A1 Proposal Summary, A2 Participants, A3 Budget):

  Data needs to be encoded directly in the on-line system EPSS.

  Follow the instructions given directly in the on-line system. An overview of how to complete Part A can be found in Section II of this Guide and in the EPSS User Guide.

Upload 1 PDF file to EPSS

- ### "Part B" – Detailed description of the action (Work programme):

  1. Download and use the Part B template (RTF format) from EPSS.
  2. Continue to use it in RTF or WORD format.
  3. When you have finalised your work programme, convert it to PDF for upload.
  4. Double-check that your final PDF version prints out correctly before up-loading it.

  Follow the structure and instructions given in Section III of this Guide for Proposers.

  ► **EPSS menu "Part B and Annexes" ►"Download Part B/ Annexes Template (ZIP file)"**

Upload 1 Excel file to EPSS

- ### "Part C" – Detailed Budget:

  1. Download and use the Part C template (EXCEL format) from EPSS.
  2. Keep it in Excel for upload.

  Follow the instructions given on each worksheet. Additional details are included in Section IV of this Guide for Proposers.

  ► **EPSS menu "Part B and Annexes" ►"Download Budget Template (ZIP file)"**

Upload a series of PDF/Excel files to EPSS

- ### "Annexes":

  You must prepare a series of annexes as described in this Guide for Proposers. Some of them are based on templates that you need to download from EPSS/or from links indicated in this guide, part of them are based on documents that you will provide from your organisation.

  You will upload them in EPSS in PDF or Excel format (as appropriate) and with a file name as indicated in the instructions. Follow closely the instructions in Section V of this Guide for Proposers. Do not upload any other annexes than the ones required; they will not be evaluated.

  ► **EPSS menu "Part B and Annexes" ►"Download Part B/ Annexes Template (ZIP file)"**

→ Form A1 is to be filled by the Coordinator only
→ Form A2 is to be filled by each participant
→ Form A3 is to be filled by the Coordinator only
→ Only Coordinators can upload files into EPSS – however all participants can view and download the uploaded files on their computers
→ Be aware! The system has a time-out of 30 minutes! 'Save' or 'validate' your forms frequently!

II. INSTRUCTIONS FOR PART A – Online forms

Detailed instructions for Part A are given directly in the EPSS on-line submission system – passing your curser on the fields! In addition, the EPSS User Guide contains instructions on how to use the tool. The following presents an overview:

✓One on-line form per proposal

1. **<u>Form A1</u>**: Contains essential summary data on your proposal, such as title, keywords, abstract & major outputs/expected results.

   The correct topic for submitting proposals under the BUILD UP Skills Initiative is:

   CIP-IEE-2012.4.5 BUILD UP SKILLS

✓One on-line form per <u>participant</u>

2. **<u>Form A2</u>**: Contains essential data and information of each partner such as address, responsible technical/legal person, basic administrative data, and status of the organisation.

✓One on-line form per proposal

3. **<u>Form A3</u>**: Contains a summary budget based on Part C - the Detailed Budget. You must take the relevant data from the first worksheet of Part C (called "A3 Form") and encode them directly in this on-line form. Make sure they are identical with your final version of your Part C! Note: In case of discrepancies the detailed financial information of Part C prevails.

   More details on the A3 form are given with in Section IV "Instructions for Part C - the detailed budget" in this Guide.

Short Guide to the PIC – Participant Identification Code:

Intelligent Energy - Europe uses the services offered by the Unique Registration Facility (URF) of the European Commission's Research DG. The **PIC or Participant Identification Code** is a 9-digits unique code for the identification of validated legal entities of programmes. Participants with a validated PIC will not have to submit their legal and (in the future) financial information and supporting documents each time they submit a proposal or negotiate a grant agreement, but just their unique code - the PIC. **For this Call, please see in Section V of this guide the list of annexes to submit when using/not using the PIC code**.

If your organisation already has a PIC, you can use it. **This is not a compulsory step - you can prepare and submit a proposal without holding and/or using a PIC**. If you do not yet have a PIC, and you decide to use this service please follow this link to CORDIS: http://cordis.europa.eu/fp7/urf_en.html.

The PIC is provided at the end of the URF registration process. You will be able to use it in EPSS after 48 hrs.

III. INSTRUCTIONS FOR PART B – Detailed description of the action

The following instructions refer to Part B of the application form which is used for the detailed technical description of the action. Please follow some principal advice:

- Follow closely the structure for Part B (headlines, tables etc.) given in the application form. The forms are designed to correspond to the evaluation criteria which will be applied.
- Remember to keep to maximum page lengths where these are specified. It is in your interest to keep your text concise.
- Please bear in mind that your proposal should be self-explanatory and easy to understand. Its assessment will be based on your descriptions, not taking into account any information elsewhere (e.g. on websites etc.).
- Ensure that you and all your participants have read closely the Call for proposals 2012 and this Guide for Proposers.
- Ensure that information in all three parts of the application (A, B and C) is consistent.
- Maximise your chances: edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the position of an evaluator who only has a few hours to assess each proposal. Remind yourself again of the selection and award criteria given in the Call for Proposals. Arrange for your draft to be reviewed by experienced colleagues; use their advice to improve it before submission.

IIIa Expectations on National qualification platforms and roadmaps to 2020

Background on the "BUILD UP Skills" Initiative

The large contribution expected from the building sector to the 2020 energy and climate change objectives is a major challenge to the construction sector and to industry as a whole, which needs to be ready to deliver high energy performing renovations and as well as new (nearly zero energy) buildings. This calls for a major effort to increase the number of qualified workers in the market as well as for measures that facilitate decision making on energy related construction issues by building owners. As learning and gaining qualifications are "upstream" measures, it is now time to act so that a better qualified workforce will be in place to deliver by 2020. A substantial need for training and certification is also acknowledged by the RES Directive[3], Article 14(3), which includes an obligation on the Member States to make provision for the training and certification of installers. Inputs to help formulate this Initiative were provided by an ex-ante evaluation of the initiative carried out by external experts for the Commission[4].

IEE therefore aims to unite forces to increase the number of qualified workers in the building workforce in Europe. This Initiative will contribute to the objectives of the two flagship initiatives of the Commission's "Europe 2020" strategy[5] - "Resource efficient Europe" and "An Agenda for new skills and jobs". It will also enhance interactions with the existing structures and funding instruments like the European Social Fund and the Lifelong Learning Programme.

[3] Directive 2009/28/EC of the European Parliament and of the Council of 23 April 2009 on the promotion of the use of energy from renewable sources and amending and subsequently repealing Directives 2001/77/EC and 2003/30/EC
[4] This evaluation considered a proposed initiative under the IEE programme to address the perceived lack of skills related to inter alia the installation, maintenance and inspection of RES and EE equipment in buildings.
[5] COM(2010)2020 of 3.3.2010 "Europe 2020 – A strategy for smart, sustainable and inclusive growth", Communication from the Commission.

The BUILD UP Skills Initiative has two main pillars:

I. National qualification platforms and roadmaps to 2020, and
II. Qualification and training schemes (with separate deadline, application form and guide)

and is complemented by targeted European exchange activities.

The initiative focuses on the continuing or further education and training[6] of on-site / 'blue collar' workers in the field of buildings, strengthening the qualifications of craftsmen, construction workers, systems installers, etc. after their initial, compulsory education and training or after they have entered working life. It may also include training and qualifications for currently unemployed workers.

1. Objective of the 1st pillar "National qualification platforms and roadmaps to 2020"

The first pillar — 'National qualification platforms and roadmaps to 2020' — should trigger processes to gather all relevant stakeholders in a country and should result in a strategy and roadmap, e.g. on quantified needs, measures, priorities, accreditation, etc. One action per country is expected (exceptions possible), lasting for a duration of maximum 18 months.

Excerpt from Work Programme 2012:

- National qualification platforms and roadmaps to 2020

Only open for countries where no project was selected under the Call 2011 (i.e. CZ, FR, LI, EL, HR, IS, LU, LT, MK, MT, SK).
Activities developing a national roadmap to embed the training on intelligent energy solutions for buildings in the mainstream curricula and practice of building professionals targeted by the initiative (craftsmen and other on-site workers). Based on a complete analysis of the national situation, the roadmap should take into account the expected contribution of the building sector to the national 2020 targets and the requirements for 'nearly zero-energy buildings'. It should focus primarily on training the existing workforce as craftsmen (continuing education) but could also address initial education and could address a selected number of crafts and professions. It should also be designed in a way that will facilitate replication of the schemes and processes to other crafts.
To benefit from the initiative, national platforms need to establish a convincing and inclusive process for consultation of and participation by the relevant recognised stakeholders in both the building and the education/training sectors (representatives of the relevant crafts, industry associations, educational and vocational training institutes and relevant public authorities). As a result, national roadmaps should be endorsed by relevant authorities and stakeholders with a commitment to carry out and implement the proposed strategy.

Why only one action per country?
The objective of the National qualification platforms and roadmaps to 2020 is a strategic one in relation to the EU's 2020 targets, to which the Member State level is the committed level. Therefore the BUILD UP Skills Initiative calls for this first step for a national effort, for involvement of all relevant stakeholders in each country and for a national agreement on priority measures to deliver the skills in the quantities needed. Roadmaps may of course foresee a regional implementation of identified priority measures (pillar 2 of the Initiative).

[6] Definition according to the Glossary on quality in training, CEDEFOP 2011, page 25-26, http://www.cedefop.europa.eu/EN/Files/4096_en.pdf: Education or training after initial education and training – or after entry into working life aimed at helping individuals to improve or update their knowledge and/or skills; to acquire new skills for a career move or retraining; to continue their personal or professional development.

What results are expected from actions under the first pillar “National qualification platforms and roadmaps to 2020”?

- Initiation of the national qualification **platforms** that bring together all relevant stakeholders;
- **Analysis of the national status quo**: frame and quantify the need for qualified workers in the building sector in each Member State by 2020 (and beyond);
- **Set up and endorsement** of **national** qualification **roadmaps** for achieving the 2020 energy targets as regards the continuing education and training of the workforce in the building sector;
- Active participation in the **European exchange activities.**

Why focus on continuing education and training of on-site, 'blue collars' workers?
For its first years 2011-2013 the BUILD UP Skills Initiative focuses on continuing education and training of on-site workers as people having already entered the labour market are the bigger workforce and are also the more difficult group to target. An extension of the scope of the Initiative could be possible for the years after.

Could other parts of education and training (initial education, higher education) be covered too?
Within the proposals under Call 2012 platforms could also reach out to the initial education of on-site workers, if this is considered beneficial. However, any other extension of the scope, e.g. to higher education, though possible, must be covered by own resources.

What is meant by the term “platform”?
The platform is the group of organisations and individuals that will work together to draw up the roadmap and to seek its endorsement. This group of organisations and individuals will be expected to continue working in a sustainable way into the future to monitor the delivery of the measures identified in the roadmap. More information on who should be involved is provided in Section 2.

What is meant by "analysis of the national status quo"?
This analysis must be delivered within the first 6 months of activity of the platform. It should compile all necessary information (on the current situation of the building sector regarding continuing education and training, energy performance and contribution to the 2020 targets as well as existing barriers and gaps) for an informed discussion among the stakeholders. Further details are provided with the instructions for work package 2. A template for reporting the analysis of the national status quo will be made available upon contract signature.

What is meant by the term “roadmap”?
The roadmap to be developed under the BUILD UP Skills Initiative should explain how to overcome barriers and identified skills gaps in the various professions in such a way that the 2020 targets in the building sector can be met. A template for the roadmap will be made available upon contract signature.

The roadmap should include e.g.

- 2020 targets: energy savings and renewable energy contributions by the building sector (e.g. as required for renewables by the NREAP template) – taken from status quo analysis;
- Identification of the qualification needs and gaps in the building sector i.e. quantification of the numbers of workers to be trained <u>in each sub-sector/profession</u> to each skill level, and the strategy for providing that training in order to reach the targets. The roadmap should also quantify the needs in terms of structures for carrying out the trainings;
- Identification – according to the needs of the different sectors – of priority measures (new qualification schemes and/or update of existing schemes) related to the various professions to meet the defined targets;
- Definition of an action plan for the identified measures: time line at least until 2020, actors to drive the implementation, resources for implementation, necessary accompanying measures;
- Monitoring of the progress of the proposed activities.

In its entirety the roadmap must demonstrate that the proposed measures, implemented in the proposed scale and quantity, are appropriate to meet the national 2020 targets and show its adequacy to respond to the requirements of the RES directive Article 14 (3) as well as the requirements for nearly zero energy buildings as set by the recast of the Energy Performance of Buildings directive.

While the Analysis of the status quo must be comprehensive and cover all professions of on-site workers in the building sector, the roadmap with its proposed measures can be more selective, if some professions are already well addressed or for any other reasons of lesser relevance. However, in view of their importance key professions such as installers must always be covered by the roadmap.

Regarding proposed measures (new or upgraded schemes), the roadmap should address e.g.:

- Scope, content, learning outcomes of the proposed schemes;
- Entry requirements, qualification levels, and certification of trainees;
- Selection and accreditation of training providers and quality control;
- Certification rules and requirements for building companies and installers;
- Incentives and drivers, such as support schemes, certification requirements, etc. to make the qualification attractive and powerful;
- Financing and administration;
- Institutionalisation.

What is meant by “endorsement” of the roadmap?
Endorsement should first of all address the national authorities. However, endorsement should not be limited to national authorities but should equally include social partners, industry, etc. The list of organisations will vary from country to country. Most likely all of them will be involved in developing the roadmap. What is important for the proposal is that a number of relevant bodies in each country are already identified and preferably confirm their intention for endorsement by letters of support. Further endorsers might then join during the development of the roadmap.

What if parts of the roadmap exist already?
In such a case a proposal could still be submitted for the remaining parts. The existing work should be clearly explained to avoid double funding.

What is meant by "European exchange activities"?
The EACI foresees EU exchange activities for all projects under the BUILD UP Skills Initiative in order to enhance synergies among the works of the national platforms. The further aim is to enhance the visibility of these actions as joint European initiative and, in turn, to contribute to the dissemination of their results at all levels. A standard work package "European exchange activities" covers resources to create added value at the European level through targeted exchange activities, which will be organised by the EACI.

What level of resources is expected?
The initiative aims to finance a core team of experts from relevant stakeholder organisations to manage and coordinate discussions between representatives of all relevant national stakeholders in the country, and to convert the outcomes of those discussions into an agreed roadmap. The costs of organising and of documenting the discussions will be eligible, as well as the costs of collecting and analysing relevant data as well as the travel and subsistence costs of this core team. Apart from that it is expected that costs for participation in meetings are covered by the stakeholders, unless special circumstances suggest differently. The level of resources needed to manage the platform and to develop the roadmap will depend on the size of the country, and on the current status quo of the sector in that country. However, the work needs to be completed within a period of no more than 18 months.

Why a maximum of 18 months?
As the national platforms and roadmaps are only the first step before any implementation, it should not take long. Furthermore the involvement of a large number of important stakeholders asks for a lean but intensive process, to keep the momentum and to show results in reasonable time.

IIIb – Instructions on the different chapters of the application form Part B

1. Summary

→ This section should be a maximum of 1.5 pages

Please give a short summary of your proposal. This summary should be copied into EPSS - Form A1. Note that Form A1 has two sections, each with a limit of 2000 characters.

This summary will be the 'business card' of your proposal and is a relevant part in the evaluation of your proposal. It must be coherent with the detailed description of the action. Bear in mind that it should be self-explanatory and easy to understand.

(a) Abstract

The abstract should provide the reader at a glance a clear understanding of the objectives of the proposal, as well as the key steps required to achieve the outcomes. It should express the actual benefit to your target audience and changes which will occur due to the proposed activities. This section will be used as the short description in the evaluation process and in communications with the Programme Committee and other interested parties. It should therefore be complete, short and precise and not contain any confidential information.

(b) Major outputs & expected results

Provide a summary of the expected results of your project.

2. Description of the institutions involved in the proposed action

→ Award criterion 2 and 4 / This section should be a maximum of 2 pages – including the table.

In this section you should present the consortium as well as all other stakeholders that will be engaged in the action.

Who should be engaged in the work to be carried out in the proposed action?

In general, all major players, which can contribute to the platform and to the realisation of the roadmap, should be involved in the proposed action. These key players will vary from country to country but could e.g. be the following:

- relevant public authorities
- leading institutions in the continuing training system of the building sector
- social partners (trade unions, chambers of commerce)
- relevant parts of building industry and professional chambers
- energy efficient building product/equipment industry and renewable energy system producers and installers
- architects
- sustainable buildings experts
- accreditation and certification bodies
- potential financing bodies.

To strengthen the proposal and to demonstrate its capacity to develop a strong national roadmap the organisations to be involved should express their commitment by a letter of support. Make sure that these letters are specific and concrete about the nature of the involvement. You will up-load them as annex in the on-line submission tool (please see Point V – ANNEXES) for further instructions.

(a) Engagement of relevant market actors:

List all organisations whose participation in the process has been ensured and inform about the type/sector of involvement. If not self-explanatory, you should also give a short explanation of the profile of the organisation expressing the support and name the person that will take part in the process (if already known).

Name of organisation	**Person(s) to be involved (where known already)**	**Type of organisation**	**Role in the process**	**Letter of Support attached (Yes/no)**

Indicate clearly in case a letter of support is not attached to the proposal and explain why.

(b) Consortium:

Who should form the consortium?
The number of partner organisations in the consortium should be limited in order to minimise the project administration burden. In addition certain tasks could be performed by subcontractors. The consortium should include organisations which give visibility and credibility to the Initiative at a national level and which will be widely accepted to successfully moderate such a participatory process. As stated in award criterion n°4 the consortium should include strong moderation and communication skills, leading continuing training expertise as well as expertise in energy efficiency and renewable energies in buildings. Experience shows that in the consortium it could be beneficial to include charismatic persons, who are widely recognised and respected by the building professions and who can attract the active participation of all relevant stakeholders.

Overview of consortium members:

Part. N°	**Participant name**	**Short name**	**Profile of the organisation***	**Main role in the Consortium****
CO1				
CB2				
CB3				
CB4				
CB5				
etc.				

** Indicate the type of organisation, for instance Public authority (National, regional), training body, consultancy, industry, housing association etc.*

*** Indicate the expertise offered by each partner in relation of award criterion 4 (e.g. moderation, communication, life-long learning, energy expertise, etc).*

More information about the organisation and the key personnel involved is to be provided in Section 7.1.

3. Overview of the Starting Point of the Proposed Action

→Award criterion 1 / This section should be a maximum of 3 pages

Proposals often lack a clear statement of the status quo / starting point. Starting from the current situation in the country with its specific market barriers and needs, please develop a clear red line to your proposed action and expected results.

(a) Current education and continuing training system relevant for building sector in the country (training and accreditation institutions, existing qualifications and certifications, responsible authorities, etc.):

Describe how continuing education is currently carried out in your country (which institutions, on which administrative level).

(b) National strategy in the building sector to contribute to the EU 2020 targets

Briefly summarise the existing strategy and any plans to develop it, in qualitative and quantitative terms. In many cases this will be part of the National Energy Efficiency Action Plan, planned activities in relation to the implementation of the EPBD recast, and for renewable energy be contained in the National Renewable Energy Action Plan. Provide links where further information can be found.

(c) National policies and strategies related to green skills and jobs

Briefly summarise existing national, and where relevant also regional, policies and strategies related to green skills and jobs.

4. Endorsement process

→Award criterion 2 / This section should be a maximum of 1 page.

Explain in brief words how you intend to organise the endorsement of the developed roadmap. Which institutions do you see necessary to endorse the roadmap by what means e.g. by a statement of the board, by a decision of the association etc?
Endorsement should first of all address the national authorities but not be limited to them. Most likely all of the identified institutions will be involved in developing the roadmap. What is important for the proposal is that a number of relevant bodies in each country are already identified and preferably confirm their intention for endorsement by letter of intent. Further endorsers might then join during the development of the roadmap. Describe shortly who has confirmed this intention already by letter of intent.

Note that the work programme also has a mandatory work package to describe your endorsement activities in concrete terms. Here you should mainly provide an overview of who should endorse the roadmap, why and how.

5. Work Programme

→Mainly Award criterion 3, but also touching all other criteria

The work programme describes the tasks you propose to perform during the course of the action and services/deliverables produced. Keep in mind the objectives of your proposal.

The work programme should be structured into work packages. It must include the following mandatory work packages (WP):

- Work Package N° 1 "Management": covers the consortium management, including meetings; assessment of progress/results; reporting; and the communication activities;
- Work Package N° 2 "Analysis of the national status quo": this work package describes in detail the activities necessary to analyse the current situation;
- Work Package N° n-1 "Endorsement activities": covers the specific activities that you intend to undertake to get the developed roadmap endorsed by the relevant authorities and stakeholders;
- Work Package N° n "EU exchange activities": covers specific exchange activities organised by the EACI to foster the exchange and learning among the projects of the initiative.

* n = total number of work packages of your work programme.

The other work packages between WP2 and WPn-1 should be defined to suit best the implementation of the action. These other work packages should in particular structure your proposed way to elaborate the inputs towards your roadmap in a participatory process, with the stakeholders identified in Section 2 of the proposal.

The work programme must cover the following activities:

- setting-up and structure of the project
- management of the project, including decision making and quality control
- information / communication about the project
- analysis of national status quo providing details of current situation and needs until 2020 (mandatory WP)
- identification of topics to be discussed
- structure of the discussion process
- aggregation and wrap-up of the results of the discussion
- elaboration of the national roadmap
- endorsement of the roadmap
- EU exchange activities (standard work package).

Follow this structure closely, keeping in mind the related award criteria. Put yourself into the position of an evaluator, who will have to assess the quality of the methodology. Try to be as clear and concise as possible. Explain <u>what</u> you are going to do as well as <u>how</u> you are going to do it.

5.1 Introduction to the Work Programme (max. 2 pages)

Rationale and structure of your work programme: Explain briefly the rationale and structure of the work programme: main phases of the proposed action, logics and links between work packages. List the critical steps/moments where the project could fail and how you propose to mitigate these risks. Note that the “Analysis of national status quo” must be completed within 3-6 months from the start of the action, and the entire action should be completed within 18 months.

Flow chart of your work programme: Provide a flow chart, showing the logic of your work programme.

Indicative table of meetings: Provide an overview table with the planned meetings in chronological order throughout the duration of the action. Use the following structure:

type of meeting	Month (1, 2, etc.)	Work package	#participants	Duration (in days)	Place

5.2 Work Packages

This will be a critical part of your proposal, describing your planned activities. You will need to structure them into work packages. Work packages represent major, logical packages of your project. The size should be about 2-4 pages per work package. Length and level of detail should correspond to the complexity and the amount of (human and financial) resources foreseen for the work packages and should allow the evaluators to assess the necessity of the activities as well as the value for money.

In the section below, you find the template to use for each work package. The section below also presents specific guidelines for the four mandatory work packages:

! Important notes:

- The number of work packages used must match the complexity of the work and the overall value of the proposed action. No more than 10 work packages are possible; preferably stick to a lower number of work packages.
- Within each work package, illustrate the main tasks needed to reach the objectives of the proposal, describe the tasks with sufficient detail.
- The description of the work packages should be sufficiently detailed to justify the proposed effort and allow progress monitoring. Mind the consistency with the level of effort proposed in your budget (person hours).
- Each task should lead to clearly identified outputs and / or deliverables. Similarly, it should be clear who will produce each deliverable and exactly how it will be produced.
- Outputs should be consistent with the tasks – and vice versa!
- Work packages must show how the tasks are distributed amongst the consortium members and, where appropriate, also important subcontractors. Note that it is recommended to allocate responsibility for leading the work packages to different partners of your consortium, relevant to their competence.
- "Major subcontracts" are services that you intend to acquire in the course of the action and which are critical in terms of (technical) input and/or in terms of budgetary volume. Those should be shortly described.

Work Package Template:

Each work package should be described in about 2-4 pages using the following template.

N° of Work Package: X	[Please give a fitting name to the work package and use the same name in Part C]
Duration in months: X	[Partner of your consortium leading this work package]

- ✓ Pay attention to consistency between tasks, outputs and deliverables!

I. Description of the work:

a) Overview of the Work package:

Please present a concise overview of the work package: objective within the project and what will it deliver? (One paragraph)

b) Description of the tasks:

- ✓ Structure the planned activities into tasks and subtasks and explain them with sufficient detail. The details must also be sufficient to justify the level of effort (person hours) you indicate in Part C.
- ✓ Number the tasks to facilitate reading.
- ✓ Be specific regarding each task: what exactly are you proposing to do?
- ✓ Be specific, provide all the important information needed to understand the tasks: e.g. what is the scope of the proposed work , how exactly will you collect / analyse the information, what available information will you use.
- ✓ Be consistent: Check that the tasks relate to the objectives.
- ✓ Help your partners during the proposal writing and the evaluators: do not use jargon without giving a clear definition in the sense of your proposal (such as tool, plan, audit, analysis, etc).

IIa. Outputs of this work package (apart from deliverables):

- ✓ List the outputs of the tasks to be carried out under this work package. Outputs are essentially the services and outcomes produced by your tasks. Deliverables are also outcomes, but are listed separately below. Be precise and indicate the scale of your ambition, therefore use a quantitative description where applicable.

IIb. Deliverable(s) of this work package:

- ✓ List the deliverables produced under this work package. Use self-explanatory terms. Do not present quantitative data (such as number of prints, languages etc) – you are invited to do that in the overview list in Section 5.3.! Please use the same number and name in the 'Overview of Deliverables' (Section 5.3 of your work programme)

III. Distribution of tasks of each partner in this work package (award criterion 4):

- ✓ List clearly which tasks described above are performed by which partner(s) and where appropriate by a major subcontractor. A short table such as the one illustrated below is recommended.

Partner	Task(s) of this partner organisation	Related to Task N°

5.2.1 Work Package 1: Management

This work package covers the project management activities including communication activities. It should also explain the organisational structure and decision-making mechanisms of the action, demonstrating that they match the complexity and scale of the action. It is recommended to provide a management chart visualising the partners and reporting channels.

The following questions should be addressed:

- How will you work together within the project consortium? How will you communicate within the consortium and how will you maintain good communications between the project meetings?
- How will the quality of the work and of the outcomes be reviewed and ensured? And how will you monitor the progress in relation to each of the performance indicators?
- Which risks, if any, to you see that could endanger the success of the project and which possibilities do you foresee to mitigate these risks?
- How will you communicate your activities to interested parties?

Note: Do not underestimate the importance of well-planned internal communication in a project. In addition to meetings, consider internal project websites, teleconferences and other ICT tools, etc. as possible communication channels. It is recommended to arrange project meetings regularly - at least every six months. The kick-off meeting is crucial and should take place preferably in the first month of the project, unless more time is justified to have partners prepared for the kick-off meeting. A joint kick-off meeting will be arranged by the EACI for all coordinators of the initiative, in order to share ideas and experiences, and to encourage networking between the national project teams.

Communication activities: The management work package should also address the communication activities including the establishment and maintenance of a project website. Professional communication with your target group is key to the impact of your action and to success of the IEE programme. It is important that you aim for tailor-made communication along the following principles:

- Communicate your messages and your vision: place your target groups and objectives at the core of your communication activities. Use a clear and appropriate language.
- Make sure your communication work is prepared as professionally as all other work. Its implementation will require the skills and expertise e.g. of communication specialists, editors, web developers, graphic designers etc.
- Be targeted and focussed – choose your communication tools and channels to fit to the needs/benefits of your target group(s) and key actors.
- Communicate right from the start of the action in a pro-active manner.

Note: All BUILD UP Skills projects have to use the common logo provided by the EACI. No separate project logo developments will be needed nor eligible.

Specific note on your project webpage:

Each IEE action must set up a website/-page. It must be online within the first 6 months of your action - it must be maintained for at least 2 years after the end of the action.

Please include a specific task for the work on the webpage in this work package. Your planned efforts should foresee that the website/-page will be attractive, user-friendly, and regularly updated and easy to find.

Note that similar to the EU website of BUILD UP Skills a national template was created and made available to Pillar I projects. Note that if you decide to outsource your web-design, the estimated costs are to be included under 'sub-contracting'.

5.2.2. Work Package 2 – Analysis of the national status quo

The results of this work package 2 should form the common basis for informed discussions with the stakeholders about current gaps, future needs and necessary priorities. To serve this purpose the analysis has to be sufficiently detailed and comprehensive.

The Analysis of the national status quo must analyse <u>all</u> professions involved in the building sector and cover <u>all</u> energy efficiency and renewable energy technology and systems relevant for the country.[7]

It should compile first of all information about the current situation regarding e.g.

- the national system for continuing education in the building sector (institutions, number of courses/year, number of workers taking the courses/year, content of courses, certification, accreditation) and the extent to which the current system already addresses necessary skills for high quality implementation of energy efficiency and renewable energy measures in buildings;
- existing courses and training schemes on energy efficiency and renewable energies in buildings which exist but are not (yet) part of the national continuing education system;
- the building sector (building stock, energy consumption, renewable, etc.) including current statistics on EE and RES in buildings (energy consumption, RES contribution, as well as quantified data on the current workforce in the sector (by crafts and skills levels);

Second, it should include information about current (and planned) policies and strategies

- in the field of energy: the national policy and strategy to meet the 2020 targets and the envisaged contribution of the building sector (e.g. a targeted increase the annual rate of energy efficient refurbishment of the building stock from 1% to 3%); the National Renewable Action Plan (NREAP) as well as the national/regional plans to implement the recast of the EPBD;
- in the field of continuing education and training: in particular the national strategy towards green skills and jobs.

Third, it should identify barriers and gaps between the current situation and the needs for 2020 as regards the needs for trainings, trainers and quantified data for the need of skilled workers.

Since this analysis forms a major input to the discussions among the stakeholders, it must be delivered within the first 6 months of activity. The consortium therefore should look for an efficient and quick way to compile the information.

Work package 2 has as mandatory deliverable the report on the Analysis of the national status quo, following a common template and prepared in national language and in English for European dissemination.

Do not just copy & paste this text into the application form but describe in your own words how (with which methodology, techniques, etc.) you will organise the work to achieve such a comprehensive status quo analysis.

[7] In more detail this would mean:
- each of the main conventional building trades / crafts / skills (concrete workers, steel workers, bricklayer, carpenter, plumber, electrician, roofer, plasterer, glazier, etc),
- each of the specialists who select / size / check / inspect the installations (gas boiler, oil boiler, solid fuel burner, underfloor heating system, radiators, air handling units and filters, cooling /air conditioning plant, PV, solar thermal, geothermal, heat pump, etc),
- each of the main features of an energy efficient building (groundwork, walls, roof, windows, doors, chimneys, heating / cooling systems, air handling, lighting, other services, etc),
- each of the main RE systems (small-scale biomass boilers and stoves, solar photovoltaic and solar thermal systems, shallow geothermal systems and heat pumps).

5.2.n-1. Work Package n-1: Endorsement activities

In this work package you should describe which public and private institutions should endorse the developed roadmap and how. Moreover you should describe which activities you undertake to achieve the endorsement. Activities should be tailored to the institutions that should endorse the roadmap.

Work Package n-1 on the endorsement activities must have at least one mandatory deliverable reporting on the endorsement activities, its current status and next steps, where applicable.

5.2.n. Work Package n: EU Exchange Activities

The EACI foresees exchange activities at European level for the actions under the BUILD UP Skills Initiative in order to enhance synergies. The ultimate aim of this work is to enhance the visibility of the IEE actions and, in turn, to contribute to their dissemination and the promotion of their results at all levels. Therefore, this work package covers resources to create added value at the European level through targeted exchange activities, which will be organised by the EACI.

The standard description of this work package is given below.

N° of work package:	**EU Exchange Activities**
Duration in months: [= Duration of the action]	[Partner leading this work package]

I. Description of the work:

a) Overview of the work package:
The work package covers resources to create added value at the European level through targeted exchange activities, which will be organised by the EACI.

b) Tasks

1. Participation and/or contribution to the targeted exchange activities with other projects of the Initiative, organised by the EACI and its service providers.
   (a) 4 sessions of EU exchange activities are foreseen to take place during the duration of the action, including meetings. Three participants are expected to take part in these activities.
   (b) Per meeting and person 40 hours should be budgeted (in total about 480 hours).
   (c) Per meeting and person 800 EUR travel and subsistence costs should be budgeted (in total 9600 EUR).
   (d) Peer review of up to three other BUILD UP Skills project outcomes (in particular status quo analysis, national roadmap): Budget 150 hours and 4800 EUR travel costs
2. Contribution, upon request by the EACI, to the development of specific information material (IEE Mag, videos, images etc.) as well as inputs to European portals (e.g. BUILD UP) and databases in the quality and form specified. Budget 40 hours.

II.a. Outputs of this work package:

- Participation in events, such as contractor's workshops, conferences etc.
- Project information made available to other related IEE projects
- Delivery of agreed presentation materials and media tools

II.b. Deliverable(s) of this work package:

- To be agreed specifically at the time of the request.

III. Role and contribution (tasks) of each partner in this work package (award criterion 4):
Does not need to be specified now. For this work package, typically, the coordinator is in charge. Depending on the topic of the EU exchange activities other consortium members, in particular work package leaders, could equally contribute.

At proposal stage the hours and costs should be allocated to the coordinator's budget and shifted to other consortium members during the project implementation as appropriate.

5.3 Overview of Deliverables

List the deliverables of each work package in the following summary table. They should be identical with those in the work packages and vice versa. Provide here the appropriate key (descriptive) information for each deliverable.

Important note on deliverables:

- Limit the number of deliverables and do not include minor sub-items (such as invitations to workshops) or internal working papers (such as internal coordination reports).
- Reports to the EACI as well as deliverables related to the work package on EU Exchange Activities do not need to be included in this list.
- The list of deliverables must include the three mandatory deliverables: 1. The results of the work carried out in WP2 "**Analysis of the national status quo**", 2. the "**Roadmap**", to be made publicly available, and 3. the report on the **endorsement activities**.
- These three deliverables must be delivered in two languages: national language and English (a budget for the full translation should be foreseen).
- Concerning the dissemination level, it is expected that all deliverables will be publicly available and free of charge for potential users. If appropriately justified, the dissemination of some deliverables could be limited to a target group.
- The table "Overview of deliverables" and the "Schedule" must indicate the month of completion of the deliverable; for public deliverables (PU) this should coincide with their availability e.g. for distribution via the website/mail shot/press releases etc.
- Note that all IEE projects require a Publishable Result-Oriented Report. This report is the main document to inform about the achievements of the action. In the case of BUILD UP Skills Pillar 1 projects, the two deliverables "**Analysis of the national status quo**" and "**Roadmap**" will be considered as the Publishable Result-Oriented Report.

Overview of Deliverables

Work Package	Deliverable N°	Deliverable name [a)]	Type of deliverable [b)]	Format [c]	Language(s) [d)]	Target group [e)]	Lead participant [f)]	Dissemi-nation level [g)]	Month of completion [h)]
WP1	D1.1								
		Project website	website	-	National language, EN for key pages			PU	6
WP2	D2.1	Analysis of national status quo (based on EACI template)	Publication	Printed / electronic	National language, EN			PU	6
	D2.2								
		Roadmap (based on EACI template)	Publication	Printed / electronic	National language, EN			PU	
		Endorsement activities	Publication	Printed / electronic	National language, EN			PU	

a) Please use the same deliverable name as indicated in the work package descriptions in section 5.2 of your work programme. The deliverable name should be self-explanatory.

b) The type of deliverable could be: a publication (flyer/brochure/working paper/paper/article/press release/slides/Cd-rom), website/webtool, etc.

c) The format could be: printed and/or electronic (downloadable), the approx. number of pages / number to be printed of a publication.

d) Please specify the language(s) in which the deliverable will be available.

e) Please indicate the specific target group for each deliverable.

f) Name the participant of your consortium who will lead the preparation of the deliverable.

g) Please indicate the dissemination level using one of the following codes:

PU = Public, to be freely disseminated, e.g. via the website of the action

CO = Confidential, only for members of the consortium including the Commission/EACI Services (mainly for internal working documents and only in exceptional cases for results)

h) Month in which the deliverables will be actually completed. Month 1 marks the start of the action, and all deadlines should be relative to this starting date.

5.4. Schedule of activities

The maximum duration for national platforms is 18 months. However, where appropriate, you are encouraged to keep the duration of this action between 12-18 months.

- Show the time schedule for your project - adapting the template below to your needs (here an example for a 15-month project).
- Do not use anything other than “month 1, month 2, etc.”, e.g. do not use specific dates such as October 2012, January 2013.
- Break down the planning of the work packages to the level of tasks, in order to make this chart meaningful for the management and monitoring of the project.

Schedule of activities

(Template for a 15-month action - Please adapt as appropriate)

Project phase / Duration of the project (in months)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Work package 1: Management															
Work package 2: Analysis of the national status quo															
Work package 2: Task 2.1															
Work package 2: Task 2.2															
Work package 3 – Name															
Work package 3: Task 3.1															
Work package 4: Name															
Work package 4: Task 4.1.															
Etc….															
Work package n-1: Endorsement activities															
Work package n: EU Exchange Activities															
Project reports to EACI [q)]								**PR**							**FR**[e]
Project Information Sheet & Slides to EACI		**X**							**X**						**X**
Project Webpage/site creation and update						**X**									
Project deliverables [d)]						D.1.x D2.1 etc.									

[q)] Please be aware that according to the grant agreement the submission delay is fixed (the Progress Report (PR) within 1 month after the end of the period covered by the report itself, the Final Report (FR) at the latest 2 months after the end of the period). Costs related to the Final Report and to an audit certificate (where applicable) are eligible during the 2 months after the end of the action.

Examples of submission deadlines (depending on the duration of the project):
12-months-project: PR month 7; FR: month 14 / 18-months-project: PR month 10; FR month 20

[d)] Please ensure that the deadlines indicated in the Overview of Deliverables and the Schedule of activities are consistent.

6. Co-financing Sources

⟶ Award criterion 4

Please explain clearly the co-financing sources for each participant in the proposal with the help of the table below:

a) In the case that you are proposing to use internal (own) resources, explain clearly the rationale/motivation behind this decision specifically for each partner;

b) In the case that you are expecting/aiming at co-financing from external 3rd parties, name the co-financing party and describe the state of advancement in the confirmation of this co-funding. Note that confirmation of this funding or letters of intent for funding may be attached to the proposal, but are not mandatory at proposal stage.

Participant	Co-financing source	Comments related to case a) or b) above
CO1		
CB2		
CB3		
CB4		
CB5		
…		

7. Description of Each Participant

⟶ Selection criteria and Award criterion 4

This information is vital to assess the technical capacity of the applicants and the organisation of the project team. Sections 7.1 to 7.2 are to be completed for each participant – they should also be completed for major subcontractors.

7.1 Description of the organisation and the key personnel

(a) Description of the organisation **(a maximum of a ½ page per organisation)**

Provide a short description of each participating organisation. This description should highlight the expertise and experience in the fields required for the action. Do not use standard or not subject-related descriptions of the organisation.

In case a participant is an association and it intends to involve members of the association in the actual work, please:

- provide a clear description and evidence of the association's structure, showing in particular the membership structure and the total number of members;
- list those members envisaged to join (perform tasks) within the action. Please provide the legal name, address and the name of the responsible person for each relevant member and the task(s) these members are expected to carry out, if known already. Please make also a reference in the work package (IV. Role of each partner) to the member that you foresee to perform the task, if already known.

(b) Relevant experience of the key personnel proposed to work on this action

Please use the format below to demonstrate the directly relevant skills and competences of the key personnel proposed to work on this action. Do not attach full CV's!

'Key personnel' is understood as the 1-2 persons leading the implementation of the project within the organisation.

Organisation:					
Name :		**First Name:**		**Nationality:**	
Qualification:					
Staff category*:					
Short description of work experience, relevant to the proposal:**					

*: e.g. Senior expert, Expert, **: 1 paragraph per person

7.2 List of most relevant actions

List for each participating organisation a selection of 5 relevant and recent actions directly related to the proposed action.

Action (not more than 5 items per organisation)	**National or local/regional or European**	**Year of finalisation**	**Budget involved for your organisation**	**Website for further information**
▪				
▪				
▪				
▪				
▪				

IV. INSTRUCTIONS FOR PART C - THE DETAILED BUDGET

→ **Award criterion 4**

1. Basic principles on budgeting IEE actions

What is the cost-sharing principle?

IEE funding is based on cost-sharing grant agreements. The proposal should estimate the costs of the action in order to establish an indicative budget. Once the action has started, only costs actually incurred within the duration of the action can be claimed and reimbursed. Exception: costs related to the final report and costs for audit certificate, where applicable.

For details, see the guidelines below. More information can be found in the IEE Financial Guidelines: http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#information.

How and when to plan the costs/budget of your action?

The budget is best established once the work programme and its division into work packages are known and the role and tasks of the participants is sufficiently specified to be able to estimate the resources needed to fulfil the tasks.

Which costs are eligible?

The eligibility of costs is defined in Article II.14.1 of the model Grant Agreement of the IEE programme:

"Eligible costs of the action" are costs actually incurred by the beneficiary, which meet the following 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 financial statements and underlying accounts;*
- *they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action;*
- *they are necessary for the implementation of the action which is subject of the grant;*
- *they are identifiable and verifiable in particular being recorded in the accounting records of the 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' accounting and internal 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.

Furthermore Article II.14.2 and Article II.14.3 of the model Grant Agreement define the direct eligible costs and the indirect eligible costs.

It is strongly recommended that you consult the model grant agreement and the notes below.

The model Grant Agreement can be downloaded from the IEE website:
http://ec.europa.eu/energy/intelligent/negotiation/documents_en.htm

The following costs shall not be considered eligible (see Article II.14.4 and II.14.5 of the model Grant Agreement):
- 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,
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant,
- excessive or reckless expenditure,
- in-kind contributions.

2. Set-up and content of Part C

Part C is set up as a spreadsheet (EXCEL file) in order to facilitate the processing of the data and to facilitate the calculation of the human and financial resources of the action.

The use of the Part C template is obligatory. It is provided for download in EPSS. It consists of the following worksheets:

Name of worksheet	Content	N° of pages
Proposal cover sheet	Title*, acronym and duration of the action * title of selected projects will be changed to BUILD UP SKILLS + Country Name	1
A3 form	Basic budget data, equals Form A3 of online application	1
Budget	Overview on the costs, income and resources per participant and work package, consists of 4 tables - Table 1 – Cost summary - Table 2 – Income summary - Table 3 – Human resources summary - Table 4 – Financial resources summary	4
Participant Data	Participant cost data, consists of - Form 1 – Direct staff costs - Form 2 – Other direct costs	2 per participant

The *Part C - Detailed Budget* is constructed in a strict bottom-up manner. This means that it requires a few input data from each participant and then sums up automatically to the total budget of the action and allocates the total costs to work packages. It consequently also means that without these input data the budget cannot be established.

The following input data is needed from each participant and to be filled into the Participant Data worksheet:

- hourly rate (labour rate) per staff category;
- number of hours spent per staff category for each work package;
- other direct costs (subcontracting, travel, etc.) allocated to the work packages.

➲ The Participant Data worksheet is also available as separate file to facilitate the provision and collection of data from the other participants.

IMPORTANT: If a co-ordinator receives Participant data sheets from his/her partners and likes to copy the received data into Part C:

Part C is a partly protected EXCEL file that allows easy copying of the data from separate participant data files into the Participant Data worksheet of Part C. In this case the co-ordinator copies all the received information of a participant "in one go" into the respective Participant Data sheet. **This works ONLY the following way**:

1. Open the Participant Data sheet received from a partner.
2. **Check and ensure that the partner has not added any extra row (or column) to the sheet. This is crucial as otherwise the whole calculation is messed up when copying the information to the *Part C*.**
3. Click into the left top corner of the partner's spreadsheet (the unlabeled grey-coloured cell between column A and row 1). By that the whole spreadsheet is marked. Then copy it (ctrl+c).
4. Switch to Part C and click on the data worksheet prepared for the respective participant. Click into the left top corner of this sheet to mark the whole sheet. Then paste the whole data sheet (ctrl+v). If you follow these instructions, all formatting remains.
5. Check and ensure that the numbering and order of the partners is consistent between the partner data sheet, the cost, income and resources summary and the numbering of the online submission system (EPSS, form A3). There is no link!
6. Rename the Participant Data worksheet by adding the participant's short name: Double-click the name of the sheet in the tab at the bottom. E.g. for participant n° 2: Data EACI (CB 2).

➲ **It is not possible to insert or delete whole worksheets in the *Part C - Detailed Budget* as the prepared links from the partner's data sheets to the budget tables would not work.**

The following pages provide you with practical guidance on how to fill in Part C. All templates are available for download in the "Part B and Annexes" section of the online submission system (EPSS).

➲ **Only uncoloured ("white") cells are to be filled!**
➲ **Additional instructions are also given directly in the template.**

3. Instructions per worksheet

3.1. Worksheet "Data Coordinator (CO)" and "Data Partner (CB2-..)"

This worksheet gathers all cost data of a participant. It is structured in two forms:

- Form 1 – Direct staff costs
- Form 2 – Other direct costs

It needs to be filled by every participant (including the co-ordinator). At the stage of proposal these data do not need to be signed.

➲ Subcontractors should not fill in this form.

IMPORTANT

➲ **Do not add any rows or columns** to this worksheet nor to the separate Participant Data sheet. It will mess up all formulas in the budget worksheet.

➲ **No decimals**. Use only whole EUR amounts.

➲ Costs must exclude value-added tax (VAT), unless an organisation can show that it is unable to recover VAT.

➲ All costs have to be given in Euro and not in thousands of Euro.

➲ Make sure that all costs are allocated to work packages as otherwise Table n°4 (Financial resources summary) will not be correct.

The explanations below follow the numbering of the footnotes given in the Excel template:

Form 1 – Direct staff costs

1. Proposal acronym	Please insert the proposal acronym, consistent with the one used in EPSS form A1.
2. Participant Short Name	Please indicate the official short name of the organisation. This should not be more than 20 characters long. If an organisation has no official short name (or one longer than 20 characters), please choose one to identify the organisation within this proposal. The same short name must be used in Part B, Part C and the Annexes as well as in any other application submitted to this call.
3. Organisation Name in English	Please provide the English translation of your organisation's legal name. ➲ If the organisation legal name is originally in English, please repeat it as this cell is used for reporting purposes.
4. Participant number	This number is allocated by the co-ordinator to the participants for this proposal. The co-ordinator of a proposal is always participant number one. ➲ The participant number is filled in manually at different places. Make sure that the participant number is consistent between the data sheet of the participant, the budget worksheet and the A3 form of EPSS.
5. Participant Role	Automatic indication of the role of each participant, as defined by the consortium for this proposal. The two options are CO and CB. CO stands for 'co-ordinator' of the action, CB stands for 'co-beneficiary', the partners of your consortium. CO signs the grant agreement with the EACI for his organisation and on behalf of all CB. All CB will sign a mandate to the CO to grant power of attorney to the CO for signing the grant agreement on his/her behalf.

6. Legal Status	Please select one of the following options: - Governmental (local, regional or national public or governmental organisations e. g. public authorities, universities, hospitals, schools) (Abbreviation: GOV); - Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority such as Public Transport Operators) (Abbreviation: PUC) - Private Non-profit making Organisation (i.e. any privately owned non-profit organisation) (Abbreviation: PNP) - Private Commercial Organisation (i.e. any privately owned organisation with profit-making goals, owned by individuals either directly or by shares) (Abbreviation: PRC) - European Economic Interest Group (Abbreviation: EEIG) - International Organisation (i.e. an international organisation established by national governments) (Abbreviation: INO) - Other (Abbreviation: OTH). Please specify in the next field. Bodies that declare their status as public must comply with the following criteria: ➢ The body has been created by a public authority or is governed by private law with a public service mission. ➢ Note: The "public interest" must be explicitly mentioned in the relevant legal or administrative act/s. ➢ The internal procedures and accounts are submitted to control by a public authority. ➢ The body is financed totally or to a large extent (i.e. more than 50%) by public sources. ➢ In the event that the body stops its activities, all rights and obligations including financial will be transferred to a public authority.
7. Country code	Select the participant's country code from the provided drop-down list.
8. Number of productive hours per month	Total productive hours per year can be obtained either from timesheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less certain allowance for sickness, holidays etc.. Productive hours cover the hours spent on external actions as well as on internal work. An example for determining the total productive hours per year could be – on the basis of standard hours - as follows: Days/year..................................365 days Less 52 weekends......................104 days Subtotal......................................261 days Less Annual holidays............................26 days Statutory holidays.......................15 days Illness/other................................5 days Total-Productive days.................. 215 days Productive hours/year (215 days x 7,5 hrs/day) 1613 hrs Productive hours/year (215 days x 8 hrs/day) 1720 hrs Divided by 12 months (for a full-time employee): Productive hours/month (1613 hours/12 months) 134 hrs Productive hours/month (1720 hours/12 months) 143 hrs
9. Only for associations with members	An association with members has the possibility to have part of the work carried out by some of its members. Where an association participating in the action intends to involve its member(s) (or a participating company involves its affiliates) to carry out the work or parts thereof, the costs incurred by clearly identified member(s) (or the affiliates) can be accepted provided that they are eligible and can be verified during the course of the action as being 'actual' costs. Costs of the members should be included under the various cost categories of the participant ➢ the member's staff costs under "*Direct staff costs*"; ➢ its subcontracting costs under "*Subcontracting*"; etc. Furthermore, for members of an association, the participant (association) shall in Part B, chapter 10 of the work programme: ➢ provide clear description and evidence of the association's structure, showing the relationship with the member(s);

	➢ list those members envisaged to join the action. Please list the legal name, address and the name of the responsible person for each relevant member and the task(s) these members are expected to carry out, if known already; ➢ ensure that the contractual provisions applicable to the participant, especially those related to the eligibility of costs and the checks and audits that the EACI and/or the European Commission may carry out, are also applicable to its members; ➢ retain sole responsibility to carry out the action and for compliance with the provisions of the grant agreement. You should also add, where appropriate, a remark related to the relevant member(s) in each work package description *("Role and contribution (tasks) of each partner in this work package")* of Part B of the proposal.
10. Category of staff to work on the action	Identify each category of staff in a clear and unambiguous manner. **Apply the staff categories used in your organisation**. Under staff costs you may charge only staff directly working on the implementation of the action. Such persons must be - directly employed by the participant in accordance with his/her national law; - under the participant's sole technical supervision (in essence the technical output must belong to the participant); - remunerated in accordance with the normal practices of the participant provided these are acceptable to the EACI / European Commission. The work of these staff has to be recorded and documented in time sheets (see http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#timesheets for a template of time sheets). Other staff, such as management, administrative and secretarial staff of an organisation – important for the functioning of the organisation but not directly working on the implementation of the action – is included in the 60% indirect costs ("overheads") (see note 21). Exceptions could occur when tasks outlined in the action justify a distinct role of such staff, which then also has to be recorded in time sheets. ➲ Examples of staff categories: project manager, senior expert, junior expert, technician, in-house consultant, etc. ➲ **In-house consultants** deliver 'external services' and are in principle to be considered under the 'subcontracting' cost category. However : costs of consultants (i.e. natural (physical) persons) who join the beneficiary's project team may be classified as staff costs, regardless of whether the consultants are self-employed or employed by a third party, if the below cumulative criteria are fulfilled. However, beneficiaries should make sure that he/she complies with the legislation in force in his/her Member State related to the use of consultants (self-employed or employed by a third party). (1) The beneficiary has a contract to engage the consultant to work for it and (some of) that work involves tasks to be carried out under the EACI action. (2) The consultant MUST work under the instructions/supervision of the beneficiary. (3) The consultant MUST work in the premises of the beneficiary as a member of the project team. (4) The output of the work belongs to the beneficiary. (5) The costs of employing the consultant are reasonable, are in accordance with the normal practices of the beneficiary (provided that these are acceptable to the EACI) and are not significantly different from the personnel costs of employees of the same category working under a labor law contract for the beneficiary. (6) Travel and subsistence costs related to such consultants' participation in meetings of the action or other travel relating to the action is directly paid by the beneficiary. (7) The consultant MUST be a user of the beneficiary's infrastructure (i.e. user of the 'indirect costs').
11. Hours on the action	Sum of hours per staff category. Automatically added from the table in which the hours per staff category are allocated to work packages (see note 16).
12. Hourly rate	Based on annual gross remuneration (=gross salary or wages plus obligatory social charges) divided by the number of productive hours per year. Average rates can be used if they fairly reflect the grades working on the action. In either case, the average must reasonably reflect the cost of personnel on the action.

	➲ This rate cannot include any profit margin or any overhead costs. ➲ As a general rule, no overtime may be charged to IEE actions, unless this element has also been taken into account in the calculation of the total productive hours, or overtime is reimbursed specifically by the participant. For more information on how to calculate the productive hours per month please refer to note 8. ➲ Participants should be prepared to justify their hourly rates upon request from the EACI.
13. Direct Staff Costs	Multiplication of the hourly rate and the hours budgeted per staff category.
14. Total hours on the action	Sum of the hours per participant. This amount is taken into column G of the budget.
15. Total direct staff costs	Sum of the direct staff costs per participant. This amount is taken into column H of the budget.
16. Allocation of staff hours/costs to work packages	Estimated hours needed for each staff (categories) to work packages. This estimation should be based on the role and responsibility of the participant in each of the work packages as described in Part B of the proposal. ➲ Hours related to general project management, including meetings of the action, should be always allocated to work package 1 'Management'. ➲ Work package leader should include the hours of co-ordination of the work package under the respective work package. ➲ The final work package 'IEE dissemination activities' is usually only for the co-ordinator. For more information see guidelines under Part B of the proposal.

Form 2 - Other Direct Costs

17. Subcontracting (= external services)	External services are those performed by third parties outside the participating organisation and outside the consortium of the action. They relate exclusively to purchases of services, not of goods. Subcontracts must be awarded in accordance with the conditions set out in the general conditions of the model grant agreement (Article II.9). In summary this means that subcontractors should be selected on transparent grounds, to the best offer, taking into consideration price and quality (best value for money). In a very simplified procedure, three different offers should be obtained and evaluated against common established criteria to ensure that each of them is treated fairly and equitably. The subcontracts have to specify tasks and remuneration for these tasks. There are limits to subcontracting such as: - subcontracting should be reserved for limited tasks outsourced by the beneficiary, and for hiring special expertise. Otherwise the EACI might request that the subcontractor should become a beneficiary during contract negotiation. - beneficiaries who issue subcontracts will have to pay 100% of the subcontractors' invoice before claiming reimbursement from the EACI at the agreed level of co-funding. Travel costs for subcontractors are to be included under subcontracting costs. Work to be subcontracted must also be indicated in Part B of the application. How to fill in the form? Indicate the name of the subcontractor, if already known, or TBD (to be determined), the country code (for the list of countries please refer to note 7), and some short, but clear key words characterising the work to be undertaken. **Do not add rows as this destroys the underlying links and formulas**. If there are not enough lines for all subcontracts planned, put two subcontracts of the same work package in one row and specify the single amounts under "Description".
18. Travel costs and subsistence allowances for staff	This cost category includes the amount of travel and subsistence of personnel (staff only !) working directly for the action, calculated on the basis of the usual practices of the participant. How to fill in the form?

	A clear description of travel should be given: • Reason for travel: please form categories such as (internal) consortium meetings, workshops, etc. Use the same terms as in Part B of the proposal; • Destination, if known. If unknown, apply average estimates. • Number of persons travelling: as a general guideline it seems appropriate that the co-ordinator attends project meetings with 2 persons whereas co-beneficiaries (other participants) attend project meetings with one person. However, kick-off meetings might be attended by more than one person per organisation, and also other project meetings might be attended by more than one person where this can be substantiated by distinguished roles at the meeting. • Travel costs per person: travel costs of the whole trip, including subsistence costs. ➲ Travel costs (column I) should be budgeted respecting the principle of sound financial management. For (international long distance) travel a limit of 1000 EUR per person and travel should be applied. Exceptions must be duly substantiated. ➲ As a general rule travel to project meetings (in case not combined with other events) should all be allocated under work package 1 '*Management'*. ➲ Travel costs for subcontractors are to be included under subcontracting costs. ➲ Subscription fees to conferences or dissemination events are not travel costs and should be charged under "*Other specific costs*". **Do not add rows as this destroys the underlying links and formulas.** Make categories of travels as described above.
19. Purchase costs for equipment/Description of the equipment	This category applies only for equipment which is depreciated according to national accounting rules. Other equipment, if eligible, should be listed under "Other specific costs". Due to the type of actions (non-technological), any equipment for the promotion and dissemination actions of the IEE programme will only be accepted under <u>exceptional</u> circumstances and only with prior agreement of the EACI. How to fill in the form? If you think your equipment qualifies for these exceptional circumstances, please give a brief description of the equipment to be purchased specifically for use in the action. E.g. specific monitoring equipment, database software, etc. Standard office equipment and software (PC, laptop, printer, etc.) is part of the indirect costs and not eligible as direct costs under this category. Please describe the use of the equipment clearly and convincingly in the related work package in Part B of the application. If eligible, only a portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purpose of the action may be taken into account as eligible costs. Equipment costs must be capitalised in the books of the participant, according to the national accounting rules. The costs to be charged to the action shall be calculated according to the following formula: (A/B) x C x D A – Period of months used for the action B – Total period of depreciation (in months) C – The actual cost/value D – The percentage of usage of the equipment for the action
20. Other specific costs/Description	'Other specific costs' should be costs that cannot be included under any of the previous cost categories of direct costs. Examples: - costs related to the organisation of events (excluding costs where a subcontract has been concluded with a service provider, which must be charged under 'Subcontracting'); - dinner costs at project meetings: Dinner costs are accepted as eligible costs within the limit calculated as follows: maximum of twice the number of consortium participants and € 40/person. Per meeting only the costs for one dinner will be accepted as eligible costs; - printing of promotion and dissemination material; - travel costs for persons who are not members of staff nor subcontractors;

	- subscription fees to conferences or events; - equipment which is not depreciated; - costs of bank guarantees. Financial guarantees equivalent to the amount of the first pre-financing are requested by the EACI for first pre-financings >100.000 EUR per beneficiary and for lower amounts in case the financial capacity of a participant is assessed as weak; except where the beneficiary concerned is a public body or an international organisation (please refer to note 6 for the definitions) - costs of audit reports, where applicable. Audit reports are only requested at the end of the action in case the amount of EU funding exceeds EUR 225.000 per beneficiary, save when the beneficiary concerned is a public body or an international organisation (please refer to note 6 for the definitions). See Article I.5.3 of the model Grant Agreement. How to fill the form? Give a short but clear description of the 'Other specific costs' making it convincing that these costs are necessary for the action. Indicate the work package these costs relate to. Costs can only relate to one work package. Where applicable (i.e. printing,) provide the unit costs and the total number. **Do not add rows as this destroys the underlying links and formulas.** If there are not enough rows, please group some of your costs items and use the text field to separate.

3.2. Worksheet "BUDGET"

This worksheet consists of four tables. Most of the information is taken automatically from the data of the participants through protected links.

The only information which the co-ordinator must fill directly into the budget is:

- the amount of EU funding per participant (column V in Table 2)

- the expected funding from 3rd parties (column Y in Table 2) and

- the names of the work packages (columns AJ-AR in Table 3).

Table 1: Cost summary in EUR

All information is taken automatically from the data of the participants.

21. Indirect eligible costs ("overheads")	Indirect eligible costs are accepted solely with a flat-rate model. The applied rate is related to the direct staff costs and amounts to 60% of the direct staff costs per staff category. The amount is calculated automatically in column N. Indirect costs are intended to cover costs which, with due regard for the conditions of eligibility described in Article II.14.1 of the Grant Agreement, are not identifiable as specific costs directly linked to the performance of the action and therefore cannot be booked to it directly, but which are needed to employ, manage, accommodate and support directly or indirectly the personnel performing the work on the action. The 60% indirect costs do not need to be substantiated. ➲ The indirect costs cannot be removed from the application. Where adjustments are necessary they will be done at the negotiation stage. Adjustments might become necessary in two cases: 1. Organisations which receive an operating grant from the European Union cannot charge indirect costs for the same duration. 2. Local and regional energy agencies which were established with and are still beneficiaries of EU contributions from the IEE Programme. Their indirect costs are thus already covered for that duration.

Table 2: Income summary in EUR

22. Requested funding from IEE programme	Please insert the contribution requested from the EU in Euro. **The overall funding requested for national platforms and roadmaps under the BUILD UP Skills Initiative is limited to 90% of the total eligible costs.** As a rule, funding from the EU under the IEE programme can only be granted for participants from Member States (EU-27) and States with a signed association agreement for their participation in the IEE programme. For the actual list of countries with an association agreement please consult the IEE website. **Organisations from countries without association agreements cannot be beneficiaries and cannot receive funding.**
23. Expected funding from 3rd parties (public + private)	Please insert the funding you expect from third parties (including other public funding, private funding as well as income from conference fees, trainings or sales of publications etc.). ➲ A third party is any organisation outside the consortium. Own co-funding is therefore not 3rd party funding, but is calculated in column X as residuum of total eligible costs minus EU funding and 3rd party funding.

Table 3: Human resources summary

Please insert the names of the work packages. They should be the same as in Part B of the application.

All other information is taken automatically from the worksheets with the data of the participants.

Table 4: Financial resources summary

All information is taken automatically from the worksheets with the data of the participants.

➲ Check for inconsistency between Table n°4 "Financial resources summary" and the costs indicated by the participants. Make sure that the work package n° is indicated in the participant data sheet as otherwise the cost item cannot be allocated to work packages and Table n°4 will be wrong.

3.3. Worksheet "A3 FORM"

This worksheet presents a summary of the main budget/resource data per participant and the totals. **You cannot fill out this sheet:** it is protected and fills in automatically based on your data in the worksheets of each participant and budget.

It delivers exactly the data which the Coordinator will need to encode directly into Form A3 of the on-line submission system EPSS.

➲ If you do not respect to use only whole EUR amounts and whole numbers for hourly rates and other costs, rounding differences between the A3 of Part C and the A3 form of the online forms might occur and are accepted.

➲ In case of discrepancies of the amounts in the online form A3, the A3 worksheet of Part C and the detailed financial information of Part C, the latter prevails.

V. INSTRUCTIONS FOR THE PROPOSAL ANNEXES

→ Eligibility and Selection criteria

(a) Overview:

Type of Annex	For whom?	What to upload?	Annex format for up-load in EPSS	How to name your file?
1. Declaration by the applicant (DEC)	Every participant	Scan of signed and stamped form (template provided directly in the on-line system EPSS) ! Should be scanned and uploaded in <u>one single file</u> for all partners	PDF	Acronym_DEC
2. Legal documents (LD)*	Every participant*	Scan of certified copy of your legal documents	PDF	Participant short name_LD
3. Legal entity form (LE)*	Every participant*	Scan of signed legal entity form (download standard form from link given below)	PDF	Participant short name_LE
4. Balance sheets (BS) and Profit and Loss account	<u>Private</u> participants	Scan of certified copy of most recent documents	PDF	Participant short name_BS
5. Simplified financial statement (SFS)	<u>Private</u> participants	Filled out financial statement (template provided directly in the on-line system EPSS) ! Should be uploaded in <u>Excel</u>	**XLS**	Participant short name_SFS
6. Audit report (AR)	<u>Private</u> participants who ask for more than 500.000 EUR funding	Scan of certified copy of audit report (in national language) which must certify the accounts for the last financial year available	PDF	Participant short name_AC
7. Financial identification form (FI)	Co-ordinator	Scan of signed and stamped financial identification form (download standard form from link given below)	PDF	Participant short name_FI
8. Letter(s) of support (LOS)	Optional	Scan of letter(s) – in <u>one single file</u>	PDF	Acronym_LOS

**** Participants who have a validated PIC <u>do not have to submit</u> 1. Legal documents (LD) nor 2. Legal entity (LE) form.***

<u>Important</u>: For the Annexes, the only possible formats are PDF and XLS. The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9) as well as the underscore (_), the dash (-) and the dot (.). The Annex filename(s) must be different from the Part B filename. Those annexes which are per participant, file naming should include the short name of the participant.

(b) Instructions:

Recall: These annexes need to be uploaded into the online submission system. Only the coordinator has the permission to upload files. Other participants have to send the required annexes regarding their organisation to the coordinator. However, the other participants can access and download the files.

1. Declaration by the applicant [Eligibility criteria – grounds for exclusion, Section 3 of the Call for Proposals]**:**

- Each participating organisation has to provide the declaration signed and stamped by an authorised representative of the organisation. The template is downloadable on EPSS. It should be printed on letterhead of the organisations concerned.
- The Coordinator should collect all declarations and convert them into PDF format in one single file containing the declarations of all participants.

2. Legal documents* [Eligibility criteria – legal persons, Section 3 of the Call for Proposals]

- Legal documents prove the legal existence of the organisation and that the organisation is established according to the respective national law(s). Legal documents should be coherent with the legal status on Form A2 of the participant data. If the applicable national law requires a registration, a copy of this registration should be included as well. Legal documents can be submitted in national language.
- Documents should be signed 'certified copies' before being scanned[8].
- For public bodies (e.g. cities, regions and municipalities, or governmental institutions, universities…), it is sufficient to provide a certified copy of the resolution, law, decree or decision establishing the body in question, or if not available, any other official document originating from this body (an invoice for example). For cities and municipalities a certified copy of a printed document provided by the city/municipality is sufficient if the header contains the name, address and when applicable the registration number.

** Participants who have a validated PIC do not have to submit Legal documents.*

3. Legal entity form* [Eligibility criteria – legal persons, Section 3 of the Call for Proposals]:

- The legal entity form needs to be filled out by each participant. It is downloadable for all Community languages at the following website:
  http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en.
- The form should be filled and signed by the authorised representative(s) before converting it into PDF.

** Participants who have a validated PIC do not have to submit the Legal entity form.*

4. Balance Sheets [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- All participants - except public bodies - should provide their balance sheets for the most recent year that accounts are closed.
- Organisations which according to their national law do not need to establish balance sheet should attach the closest equivalent, e.g. a statement of income and expenditures.
- Newly founded organisations, which do not yet have balance sheets and profit and loss account available, should attach their business plan.
- Documents should be signed 'certified copy' before converting them into PDF.

[8] Certification of documents: The purpose of the certification of the requested Balance sheets and profit and loss account and legal documents is to confirm that your copies of these documents correspond to the original. This certification can be given by any authorised person of the participating organisation by stating on the document "Corresponding to the original" and having this statement signed, stamped and dated. In case (some of) these documents have to be published in an Official Journal, the copies do not need to be certified. In case of voluminous documents, only the first page needs to be certified.

5. Simplified financial statement [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- All participants - except public bodies - should fill in excel the simplified financial statement for their organisation. It is downloadable from EPSS. Detailed instructions are provided within the form.
- The files will need to stay in excel for upload!

6. Audit report [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- In case a participant - except public bodies - requests EU funding of more than €500 000, an audit report produced by an approved external auditor must be submitted together with the application. That report must certify the accounts for the last financial year available and can be submitted in national language.
- The report should be signed 'certified copy' before converting it into PDF.

7. Financial identification form:

- The financial identification form needs to be filled out by the Coordinator. It is downloadable in all Community languages at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.
- The form should be filled, stamped and signed by the bank and the authorised representative before converting into PDF. Alternatively to signature and stamp of the bank, a copy of the account's bank statement clearly showing the IBAN code can be attached.

8. Letters of support / intent (optional)

- You may wish to enclose letters of support from relevant key actors/ stakeholders supporting your proposal or letters of intent regarding 3rd party co-financing.
- The Coordinator should collect all letters and convert them into PDF Format in one single file containing all letters.
- Please list the organisations giving letters of support in part B, Section 2 (Involved organisations).
- Please list the organisations giving letters of intent in part B, Section 6 (Co-financing sources).

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