

**NEW!**

Updates following questions received during the Info Session (27/11/08, Brussels).

**1. Eligibility of associates and sub-contractors**

Associates do not have to meet the eligibility criteria laid down in the published Guidelines for grant applicants. See point 2.1.2 of the Guidelines.

Subcontractors (economic operators) have to follow the same eligibility criteria of the present restricted Call for Proposals. If the contract is of such nature that the subcontractor has to propose experts for the action, there is no restriction of nationality for the experts proposed.

As per Annex IV to the Standard Grant Contract, paragraph 1.1:

**" 1. Eligibility for contracts**

**1.1. The nationality rule**

*Participation in tender procedures administered by the Beneficiary is open on equal terms to all natural and legal persons of the Member States and the States and territories of regions expressly covered and/or allowed by the Financial Regulation, the basic legislation or other instruments governing the aid programme under which the grant is being financed. Tenderers must state, in the tender, the country of which they are nationals by presenting the usual proof of nationality under their national legislation.*

*This rule does not apply to the experts proposed by service providers taking part in tender procedures or service contracts financed by the grant."*

More information on procurement rules under a grant contract can be consulted on our web-site at the following link, under Annex IV – Contract-award procedures: [http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes\\_standard\\_documents/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm)

**2. Registration in PADOR**

Answer F1 from below remains unchanged. Derogation form PADOR registration can be obtained only via derogation, as highlighted below (see F1).

**SWITCH Asia Programme – Frequently Asked Questions**

Ref.	Question	Answer
<b>A. About the programme</b>		
A.1	<b>Changes of Programme</b>  What are the most relevant changes in the SWITCH-Asia programme compared to its predecessors Asia Pro Eco and Asia-Invest?	<ul style="list-style-type: none"> <li>Ø <u>Two phase-process: Restricted Call for Proposals: Proposals will be selected based on your project's Concept Note</u></li> <li>Ø <u>Grant amounts has increased (0.5 - 1 M / 1 - 2.5 M)</u></li> <li>Ø <u>Duration of project has increased (24 months/36 - 48 months)</u></li> <li>Ø <u>Subcontracting has increased from 10% to 20% of project total eligible costs</u></li> <li>Ø <u>Minimum of 2 partners: one European/one Asian</u></li> <li>Ø <u>The applicant and partners must have a real presence in the Asian countries</u></li> <li>Ø <u>A Network Facility will be established for the provision of services related to the implementation of the inter-project and regional aspects of the SWITCH programme, particularly exchange and diffusion of project experiences and results and policy</u></li> </ul>

		<p><u>reinforcement</u></p> <p>Ø 4-Step evaluation process:</p> <ul style="list-style-type: none"> <li>ü Opening, administrative verification</li> <li>ü Concept Note evaluation</li> <li>ü Detailed evaluation</li> <li>ü Eligibility of candidates and partners</li> </ul> <p>Ø Prior registration in PADOR - Potential Applicants Data On-line. Registration for this Call is Obligatory</p> <p><a href="http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm">http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm</a></p>
A.2	<p><b>Eligible sectors and industry</b></p> <p>Does SWITCH-Asia support projects across a range of sectors or one sector in particular?</p>	<p>The programme will work in urban areas and the industry and services sector. Primary production (in sectors like mining, agriculture, fisheries, forestry, etc.) will not be addressed.</p> <p>The choice of specific sectors or industrial areas for Sustainable Production projects will be left to the applicants, based on a customised approach to reach the prescribed number of SMEs (from 100 in the 1st year to 500 or more in the 4<sup>th</sup> year), that is determined by country-specific characteristics. Selected sectors or industrial areas should:</p> <ul style="list-style-type: none"> <li>Ø Substantially contribute to overall pollution;</li> <li>Ø Have sufficient potential for improvement;</li> <li>Ø Form a substantially share of the economy; and</li> <li>Ø Have sufficient potential for further multiplication in the country and/or region.</li> </ul> <p><b>NB:</b> With regard to activities in the primary production (mining, agriculture, fisheries, forestry) attention can be given to these sectors in -amongst others - <i>supply chain management</i> projects under Sustainable Production or <i>eco-labelling</i> projects under Sustainable Consumption. However, the project should not address performance improvement of that primary production itself. Projects should instead focus on the secondary production and services. Secondary production refers to processing the outputs of the primary sectors and creating <i>finished goods</i>, suitable for use by private consumers or other businesses.</p>
A.3	<p><b>Eligible to work in / with primary production</b></p> <p>Does SWITCH-Asia support projects in the primary sector?</p>	<p>Primary production (mining, agriculture, fisheries, and forestry) are not eligible sectors..</p> <p>However attention can be given to those (sub) sectors in, amongst others supply chain management projects under Sustainable Production or eco-labelling projects under Sustainable Consumption. But the project should not address performance improvement of that primary production itself (see also answer A2).</p>
A.4	<p><b>Definition of SME</b></p> <p>What is the definition of a small and medium sized enterprise (SMEs) for the purposes of the SWITCH-Asia Programme?</p>	<p>Given the variation in understanding and in practice of what constitutes an SME in the EU and Asia, SWITCH-Asia does not operate according to a strict definition in line with the EU-definition (on number of employees, annual turnover, etc.); however the targeted enterprises should be regarded as SME in its specific country.</p>
A.5	<p><b>Strictness of targeting SMEs</b></p> <p>Does the goal for outreach of 100-500 SMEs under Sustainable Production</p>	<p>The projects should target on reaching a substantial number of SME's. The total number of SMEs in respective Asian countries varies enormously, and therefore the requirement of achieving outreach sufficient numbers of SMEs should be seen in combination with the requirement to focus on a sustainable share of the economy.</p> <p>In other words in countries such as Mongolia or Nepal, the absolute number of outreach to hundreds of companies is less relevant but the project should target a</p>

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	apply for all countries?	substantial share of the companies in the targeted sector.  Furthermore it is not required, and for some envisioned project approaches even not logically, to only target SME's. Involvement of several large, MNC's is certainly allowed, whenever justified their role.
A.6	<b>Multi-country projects</b>  Has SWITCH a preference for multi-country projects?	The minimum requirement of the SWITCH-Asia programme is to work with a partner of at least 1 (one) Asian country.  SWITCH- Asia has a <i>regional character</i> , but focuses on a customised approach for each specific country. Whenever relevant and functional, cross-border and multi-country approaches and collaboration will be encouraged.
A.7	<b>Maximum provision for grants</b>  What is meant by the 'overall indicative amount available' under the Call for Proposals, which is set at EUR 23 million for the Call for Proposals 2008?	The EUR 23 million available under the Call for Proposals 2008 represents the amount of grant funding available for projects submitted under the co-financing components for the upcoming deadline.  The number of approved projects is based on the quality of proposals. The Commission reserves the right not to award all the funding.
A.8	<b>EC Financial Contribution</b>  What is the maximum EC contribution for approved projects?	The maximum EC contribution is 80%, except for for projects with a majority of their activities in LDC's, where the EC contribution is up to 90%. The maximum contribution requested by a proposal must respect these parameters and the percentage indicated in the specifications of each component.
A.9	<b>EC grant size</b>  When can a project in a multi-country project claim the maximum of 90% grant contribution	SWITCH-Asia foresees a maximum of 90% grant contribution in case a project is oriented in one of the specified LDC's.  In case of a multi-country project it should be clearly described and justified that the majority of the activities are tailored to and with the objective of achieving results in LDC's
A.9	<b>Next deadlines</b>  What is the planned schedule for the next Calls for Proposals?	The Restrictive Call for Proposals 2008 is currently open with one deadline: 28 February 2008 for submission of the Concept Note and only for those applicants that are short-listed the consecutive deadline of 29 May 2008 is relevant to submit their Full Application Form.  The Programme will continue until 2010. While the structure and timing of future Calls for Proposals has not yet been determined, it is foreseen that a Call with one deadline will be published annually.
A.10	<b>Information on selected projects</b>  What type of information is available on the selected projects?	After the applicants have countersigned the grant contracts, a summary sheet for each project is made available via the SWITCH-Asia website under Projects.
<b>B. Eligibility of countries</b>		
B.1	<b>Eligible countries</b>  Which countries are eligible?	All 27 European members states are eligible countries  From Asia the following Asian countries are eligible: Afghanistan (*), Bangladesh (*), Bhutan (*), Cambodia (*), China, India, Indonesia, Laos (*), Myanmar (*), Malaysia, Maldives (*), Mongolia, Nepal (*), DPR Korea, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.  Within these eligible Asian countries, those marked with (*) are considered as Least Developed countries (LDC's).

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		With regard to China, activities in and partners from Hong Kong, Macau and Chinese Taipei are only eligible as associates.
B.2	<p><b>Less developed countries</b></p> <p>What countries are considered as less developed and are they given priority (and higher grant percentage)?</p>	<p>Afghanistan, Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Maldives and Nepal are considered less developed countries under SWITCH -Asia.</p> <p>Projects in those countries or multi-country projects with the majority of the activities targeted to those countries can receive a grant percentage of maximum 90% of the total budget</p>
B.3	<p><b>Less developed regions</b></p> <p>Are specific regions in especially China and India considered as less prosperous and are they given priority (and higher grant percentage)?</p>	<p>Different from the predecessor Asia Invest programme no specific regions in China and India are described as less prosperous, and thereby no distinction towards a potential higher grant. Projects focussing on those countries can receive a grant percentage of maximum 80% of the total budget.</p> <p>However projects that focus on less prosperous regions in those countries, and thereby explicitly addressing priority needs expressed in the respective Country Strategy Papers are given priority.</p>
B.4	<p><b>Other Asian countries</b></p> <p>Can organisations from Chinese Taipei, Brunei Darussalam, Hong Kong, Macao and Singapore participate in the Programme?</p>	Organisations from Hong Kong, Macao, Brunei Darussalam and Singapore may participate in projects as Associates, provided they do not receive funding from the grant with exception of per diem or travel costs, see Guidelines for Applicants, section 2.1.2. Partnership and eligibility of partners
B.5	<p><b>Other European countries</b></p> <p>Are Iceland, Norway and Switzerland eligible?</p>	Organisations from Iceland, Norway and Liechtenstein are eligible. Organizations from Switzerland are eligible, provided only that the action is implemented in a Least Developed Country.
B.6	<p><b>European organisations in Asia</b></p> <p>Is a European organisation registered in one of the eligible Asian countries considered to be an Asian applicant/partner?</p>	The nationality is being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a "Memorandum of Understanding".
B.7	<p><b>International organisations</b></p> <p>Are international organisations eligible?</p>	<p>International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognised as international organisations.</p> <p>An office of a relevant institution such as that of UN or World Bank is eligible if it is located in a country eligible under the EU-Asia SWITCH Programme and meets the above requirements including those set in the <i>Practical Guide to EC external aid contract procedures</i> (especially Section 7, "Relations with international organisations and other donors").</p>
<p><b>C. Eligibility of applicants, partners and associates</b></p>		

C.1	<p><b>Organisations funded by other European Commission programmes</b></p> <p>Are organisations participating in other EU or EU-Asia bilateral programmes eligible to apply for support under the SWITCH-Asia Programme?</p>	<p>Yes, but obviously there must be no overlap in funding.</p> <p>See Annex A (Application Form, Section II, Point 5).</p> <p>See Annex B (Budget, Worksheet 2).</p>
C.2	<p><b>Presence in several partnerships</b></p> <p>Can the same applicant submit several applications under the same deadline?</p>	<p>Applicants may submit only one proposal with the same partner institutions within one type of actions under this Call for Proposals. However, they may submit more than one proposal if they have been formulated with different partners (at least one partner must be different) AND different content. Please note that in this case, each proposal must be submitted in a separate envelope.</p>
C.3	<p><b>Number of partners</b></p> <p>Is priority given to a project involving a greater number of partners rather than the minimum of 1 EU + 1 Asian partner?</p>	<p>As a minimum, a partnership must involve organisations from at least one (1) EU Member States and one (1) eligible Asian country.</p> <p>There is no upper limit to the number of members in the partnership. Applications involving more than the minimum number of two partners will be particularly welcome. However, this does not mean that very large partnerships are seen as preferable to smaller ones: the optimal size of a partnership is one allowing the achievement of project objectives in the most cost-effective way. Each member of the partnership must have a precise and clearly identified role in the implementation of the project. The partnership should be composed in such a way as to allow for the achievement of project objectives in the most efficient manner.</p> <p>See Guidelines for Applicants (Section 2.1.2)</p>
C.4	<p><b>Maximum number of partners from one country</b></p> <p>What is the maximum number of partners from one country?</p>	<p>Apart from the minimum number of partners required from the EU (1) and Asia (1), there is no upper limit on the number of members in a partnership.</p> <p>A partnership should be composed in such a way as to allow for the achievement of project objectives in the most efficient manner.</p> <p>See Guidelines for Applicants (Section 2.1.2)</p>
C.5	<p><b>EU versus Asian partners</b></p> <p>What is the required or preferential EU-dimension of the composition of the consortium?</p>	<p>Apart from the minimum number of partners required from the EU (1) and Asia (1), there is neither requirement nor preference for the number of European partners and/or the share EU-partners cover.</p> <p>A partnership should be composed in such a way as to allow for the achievement of project objectives in the most efficient manner.</p>
C.6	<p><b>Preference for specific type of organisations</b></p> <p>Is there a strict requirement of involving business networks, organisations such as industry associations and chambers of commerce?</p>	<p>The guidelines give the minimum requirements for applicants and/or partners, and thereby describing those organisations who are eligible (see Section 2.1.1 and 2.1.2 of the Guidelines)</p> <p>Preference will be given to projects with a participatory approach, and where especially customised business support (network) organisations and local governments are applicants or partners; e.g. organisations who are closest to and recognised by the defined target groups, and will play an active role in the proposed activities.</p>
C.7	<p><b>Government bodies</b></p> <p>Is a government ministry/body/agency</p>	<p>Local and regional government bodies are eligible to apply for a grant under SWITCH-Asia, and will be considered eligible given that the applicant can demonstrate it meets all of the eligibility criteria as outlined in the Guidelines for Applicants.</p>

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	eligible to apply?	<p>The term "local governments" refers to any legislative body of government that is below the national level. This can include district or city municipalities, or regional governments, and local/ regional governmental agencies</p> <p>In principle national government (Ministries) will not be eligible as applicant or partner in a SWITCH-Asia project, except for Agencies, Task Force groups etc. that are set up under a Ministry with an independent mandate.</p> <p>National governments however can act as an associate under SWITCH-Asia</p> <p>See Guidelines for Applicants (Section 2.1.1)</p>
C.8	<p><b>Higher education institutions</b></p> <p>Is a higher education institution eligible to apply?</p>	<p>Universities and tertiary institutions are eligible to apply for a grant under SWITCH - Asia, and will be considered eligible given that the applicant can demonstrate it meets all of the eligibility criteria as outlined in the Guidelines for Applicants. Unless a higher education institution is able to fully comply with the eligibility criteria, it shall not be considered eligible.</p> <p>See Guidelines for Applicants (Section 2.1.1)</p>
C.9	<p><b>Research centres</b></p> <p>Are research centres eligible to apply?</p>	<p>Research centres are eligible to apply for a grant under SWITCH-Asia, and will be considered eligible given that the applicant can demonstrate it meets all of the eligibility criteria as outlined in the Guidelines for Applicants. Unless a research centre is able to fully comply with the eligibility criteria, it shall not be considered eligible.</p> <p>See Guidelines for Applicants (Section 2.1.1)</p>
C.10	<p><b>Associates</b></p> <p>What is an associate?</p>	<p>An associate is an organisation that does not constitute part of a formal partnership but which is associated with a project on the condition that it provides effective support and will not benefit from the Community funding.</p> <p>An associate must play a real role within the project. However, this must remain marginal, and the actual partners must remain responsible for the majority of work done within a project. The role and the added value of an associate must be clearly explained in the Application Form (Annex A, Section I, 1.8. Methodology).</p> <p>An associate may not be taken into consideration for the fulfilment of the minimum requirement of a partnership. Institutions that would otherwise be eligible as partners are not excluded from being associates.</p> <p>As an associate is not a member of a partnership, it is not required to provide a partnership statement, nor is it included in the list entitled "Description of partners" in the application form (section III.1). It is not a requirement to include an associate within a grant application, nor is a grant application including an associate considered preferable to one that does not include an associate.</p> <p>See Guidelines for Applicants (Section 2.1.2)</p> <p>See Annex A (Application Form, Section III, Point 1)</p>
C.11	<p><b>Funding provided by an associate</b></p> <p>May an associate provide funding to a project?</p>	<p>Yes. Should an associate provide complementary funding to a project, it must be declared in the budget, on Worksheet 2 "Expected Sources of Funding" (either under "Contribution(s) from other European institutions or EU Member States", or under "Contributions from other organisations").</p> <p>See Annex B (Budget, Worksheet 2)</p>
<p><b>D. Eligibility of projects and activities</b></p>		
D.1	<p><b>Scope of activity</b></p> <p>Does a project have to focus on one specific component and/or theme per component?</p>	<p>SWITCH-Asia encompasses at programme level both sustainable production and sustainable consumption axes in order to create sufficient critical mass in Asia on both interlinked but complementary issues.</p> <p>Ideally projects address both sustainable production and consumption. In that case projects should indicate the share of the budget that will be allocated to the respective components, and thereby justify if the project is eligible for the conditions of a Sustainable Production project (24-48 months with a grant size between 1 and 2.5</p>

		<p>million Euro) or a Sustainable Consumption project (24-36 months with a grant size between 0.5 and 1.0 million Euro).</p> <p>However, this should not lead to complex project design and complicated implementation mechanisms with failure risks. It is stressed that applicants who exclusively focus on either sustainable production or sustainable consumption will be considered equally as projects that combines activities in both fields.</p> <p>It is not possible to apply for a double grant, by including both SC and SP activities. The maximum budget available is 2.5 Million/project.</p>
D.2	<p><b>Specified themes per component</b></p> <p>Can Supply Chain Management covered under both Sustainable Production a/o Sustainable Consumption?</p> <p>Design for Sustainability is listed under Sustainable Consumption, but is a shift also allowed to Sustainable Production?</p>	<p>Sustainable Production and Sustainable Consumption can be seen as two faces of the same coin and very intertwined. Despite the fact that specific themes are described under each component certainly overlap and a grey area is foreseen.</p> <p>The applicant should justify clearly under which component its projects should be evaluated.</p>
D.3	<p><b>Policy activities</b></p> <p>How to cover enabling policy activities under SWITCH-Asia?</p>	<p>Activities in the 'enabling public environment' may involve legal instruments and/or economic instruments and may refer to both components. Projects should aim to include activities related to the policy framework level or can be mainly policy oriented, but always complementary to concrete interventions in businesses and consumer networks and/or organisations, and not as a single -oriented policy project.</p>
D.4	<p><b>Project activities versus Network Facility</b></p> <p>Is there a clear distinction of coverage of policy components in individual projects versus the task of the Networking Facility?</p>	<p>In addition to the grant projects, a Network Facility will be established for the provision of services related to the implementation of the inter-project and regional aspects of the SWITCH programme, <i>particularly exchange and diffusion of project experiences and results and policy reinforcement</i>. More specific description of the tasks of the Network Facility are listed in the Guidelines under section 1.2</p> <p>Specifically with regard to policy activities, most activities at local or national level are the responsibility of the individual project itself. Only initiation and/or contribution to policy dialogue at (sub) regional will be primarily covered at programme level via customised activities under the Network Facility. This includes participation in existing and developing new regional networks and partnership with centres of excellence for exchange of information and experience and cooperation on sustainable consumption and production that could support and promote efforts at capacity building and technology transfer activities. The Programme through the Network Facility will endorse uptake of success results from individual projects in environmental policies and mainstreaming in other policies at (sub) regional Asian level via linkage with dialogue networks like ASEM, ASEAN and the global Marrakech Process</p>
D.5	<p><b>Priority needs per country</b></p> <p>Are specific priority needs and thereby focus specified under SWITCH-Asia?</p>	<p>No country specific themes are specified in SWITCH-Asia.</p> <p>However, projects should incorporate the priority settings of the respective Asian Country Strategy Papers, the regional priority settings as expressed in the ongoing Marrakech process, and whenever possible add upon and strengthen earlier initiatives or seek synergy with parallel similar projects in the country and/or region.</p>
D.6	<p><b>Build upon previous experiences</b></p> <p>How strictly required to go beyond preparatory activities?</p>	<p>In the past years a wealth of experiences have been build regarding existing capacity and best practices developed over the past decade (especially with regard to sustainable production). Therefore, projects can include but should at the same time go explicitly beyond preparatory activities such as needs assessments, market surveys, awareness raising, capacity building, tool and manual development and/or research. Already a wealth of sector specific information on best practices and applicable tools exists, but unfortunately not adequately used for extensive and effective outreach.</p>

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		Applicants should express their know-how with regard those best practices, and explain how they will utilise it. Whenever 'preparatory activities' (such as listed above) are still required, a justification has to be given.
D.7	<p><b>Utilise existing capacity in Asia</b></p> <p>Does the preference of using existing local capacity in Asia on SCP exclude the set-up of new institutes?</p>	The programme prefers wherever already in place, to build upon and strengthen already existing networks and institutions in order to create visible impact. In the last decade already a number of Asian Centres of SCP has been established. The organisational capacity, knowledge and strengths, especially outreach capacity, amongst these Asian SCP-institutions vary greatly and certainly can be enhanced. These centres are expected to be intensively involved in the SWITCH-programme.
D.8	<p><b>Poverty alleviation</b></p> <p>To what extend attention is required towards contributing to poverty alleviation at project level?</p>	<p>Poverty alleviation is a relevant crucial cross-cutting issue under SWITCH-Asia, not targeted as primary objective but certainly to be taken into consideration with preferable a positive contribution via the project but certainly any adverse effect has to be avoided.</p> <p>The attention of applicants is drawn to the need to consider these cross-cutting issues (see section 21.3 of the Guidelines), amongst others "Cross-cutting development effects - contribution to (institutional) development and strengthening competitiveness of Asian private sector, health and/or good governance and poverty alleviation contribution to improved livelihood for the poor – who are most directly affected by environmental degradation".</p>
D.9	<p><b>Performance indicators</b></p> <p>How to interpret the requirement of especially quantified environmental performance indicators?</p>	<p>Each project should define its own clear, tangible and measurable set of performance indicators related to the main objectives of the respective component of the SWITCH programme, and at least incorporate the indicators described in the Guidelines under section 2.1.3</p> <p>It is recognised that especially quantified environment result indicators can be difficult to be monitored in Asian countries due to lack of monitoring procedures and equipment at Asian SME's. The programme does not require setting up complex, and expensive monitoring procedures. However at the same time the programme requires 'smart' strategies to overcome that hurdle, via a combination of utilising simple monitoring techniques and adequate estimations in order to provide quantified results achieved by the project.</p>
<p><b>E. Eligibility of costs</b></p>		
E.1	<p><b>Preparatory phases</b></p> <p>Does the SWITCH-Asia Programme provide grants for the preparation of projects?</p>	No. Grant applications are expected to take the form of "full scale" projects following the Logical Framework for the project. SWITCH-Asia does not finance preparatory phases of projects. Any costs related to activities that have already taken place before the signature of a grant contract are ineligible.
E.2	<p><b>Total project costs</b></p> <p>Is there a restriction on the total project cost?</p>	No. There is no restriction concerning project cost. However the Commission grant must respect the percentage and the minimum and maximum amounts indicated in the Guidelines for Applicants.  (Section 1.3 and 2.1.3)
E.3	<p><b>Overheads</b></p> <p>Are overheads eligible costs?</p>	<p>Overhead costs cannot exceed a maximum of 7% of the total amount of direct eligible project costs. These administrative costs are presented as a provision in the budget sheet under tem 8. It is not necessary to itemise individual costs for these expenses or provide justification.</p> <p>Guidelines for Applicants (Section 2.1.4 – Eligibility of costs)</p> <p>Annex B (Budget, Worksheet 1)</p>
E.4	<p><b>Contributions to the project</b></p> <p>Which items may be</p>	The Guidelines for Applicants explain which costs are eligible (direct and indirect costs). Examples of eligible costs include project staff salaries, travel and subsistence costs for project staff, purchase costs for equipment and services, costs for

	included by the applicant as contributions with a monetary value?	<p>consumables and supplies etc.</p> <p>In-kind contributions such as the following are not eligible: land, immovable property, durable capital goods, raw materials and unpaid charity work. Existing equipment including computers may not be included. Vehicles may not be included. The use of existing premises may not be included. NB: this list is not exhaustive.</p> <p>A non-exhaustive list of ineligible costs may be consulted in the Guidelines for Applicants.</p> <p>The project accounts must be clearly justifiable, as they may be subject to an audit for a seven-year period following the end of the project implementation.</p>
E.4	<p><b>Contributions to the project</b></p> <p>Are there rules for maximisation of specific project activities</p>	<p>No, it is up to the applicant to specify and justify the budget allocation in relation to its project activities.</p> <p>It is mentioned that projects can include but should at the same time go explicitly beyond preparatory activities such as needs assessments, market surveys, awareness raising, capacity building, tool and manual development and/or research. No strict rule has set for maximisation of those kind of activities, but it should logically cover a minor part of the total budget</p>
E.5	<p><b>Contributions to the project</b></p> <p>Is it required to allocate budget for activities related to the Network Facility</p>	<p>No, in principle if as part of the Network Facility the project applicant and/or partners will be required to participate in Network Events material costs (travel costs and per diem) will be covered via the budget of the Network Facility)</p> <p>However the project itself should allocate budgets for appropriate project information dissemination; e.g. preparation of leaflets, project website, case study booklets, etc.</p>
E.5	<p><b>Expenditure in EU and in Asia</b></p> <p>Is it required that more expenditure is related to Asian than European partners?</p>	<p>No specific requirements for budget allocation towards any of the partners. Task division and related budget allocation should be realistic and logical, in relation to the envisioned outputs and expertise of each partner.</p> <p>Furthermore it is stressed that the European applicant and all European partners should spend the majority of their time in field activities in Asia. Such should be clearly reflected in the project description and subsequent budget.</p>
E.6	<p><b>Co-financing of a project</b></p> <p>How is the co-financing calculated?</p>	<p>The Commission provides a grant as a means of co-financing the project. The Commission contribution is calculated as a percentage of the total eligible costs of the project (depending on the component). All costs presented in the project budget must be eligible.</p> <p>Worksheet 2 of the Budget ("Expected Sources of Funding") should be completed indicating the total amounts in question. Contributions from other organisations may be included as a source of co-financing.</p> <p>The partnership is expected to be able to declare how its part of the financing is calculated.</p> <p>Guidelines for Applicants (Section 2.1.4)</p> <p>Annex B (Budget, Worksheet 1 and 2)</p>
E.7	<p><b>In-kind contribution</b></p> <p>What can be regarded as in-kind contribution by the applicant and/or partners</p>	<p>Contributions in kind have to be listed in the Budget, but they do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary (see also Question E4).</p> <p>The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.</p> <p>Notwithstanding to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.</p>
E.8	<p><b>Costs of associates</b></p> <p>Are the costs incurred by associates considered as part of the total eligible costs</p>	<p>No. Associates, those partners external to the eligible partnership, must carry their own costs regarding any activities in which they participate.</p> <p>See questions C10 – C11 for further information on associates.</p>

	for co-financing?	
E.9	<p><b>Subcontracting</b></p> <p>Is subcontracting allowed in the projects? Is it necessary for the applicant to indicate subcontracting activities in the project proposal? Are there special rules for how things can be subcontracted? Is there a limit for the amount or part of work that can be subcontracted? If we want to subcontract some part of the project to external experts, do we have to hand in their CVs with the application?</p>	<p>Yes. Subcontracting is allowed, up to a maximum of 20% of the total eligible costs.</p> <p>When employing the services of external experts for a project, the applicant must do so according to the Commission's rules on subcontracting. Any planned subcontracting activities foreseen in the project must be specified in the proposal's Methodology.</p> <p>According to Article 1 of the general and administrative provisions outlined in Annex II to the Standard Grant Contract, the beneficiary may subcontract a limited portion of the operation (works and services) preferably to local operators. The main bulk of the operation must, however, be undertaken by the beneficiary and partners itself. The role of the project co-ordinator cannot be delegated to an associate nor be subcontracted. If the implementation of the project involves subcontracting, the Contract award procedures under Annex IV of the Standard Grant Contract must apply. The partners, subcontractors and operators must then originate in the EU or the eligible countries in Asia. For the final project proposal the CVs of the key experts will be required. In case the proposal will be approved by the European Commission, CVs of other external experts will have to be provided with the project progress reports. The CVs will be subject to the approval of the European Commission.</p> <p>Guidelines for Applicants (Section 2.1.4 - Eligibility of costs)</p> <p>Annex A (Application Form, Section I, Point 1.8)</p> <p>Standard Grant Contract, Annex II and IV – available on the web at the following address:</p> <p><a href="http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm">http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm</a></p>
E.10	<p><b>Balance of funding</b></p> <p>Can the balance of funding (other expected sources of funding) come from banks, financial institutions, government, donations etc?</p>	<p>Yes. The balance of funding may come from <i>any source</i>, other than the European Union budget.</p>
E.11	<p><b>Revenues</b></p> <p>What will happen to possible revenue of a project?</p>	<p>Should there be any sales income, conference fees or equivalent, it should be estimated and indicated in the budget sheet under "expected sources of funding" as "direct revenue from the project". It cannot be calculated as being part of the required minimum of 20% of own financing for the project. Revenue should be clearly indicated and reinvested in the project.</p> <p>Annex B (Budget, Worksheet 2)</p>
E.13	<p><b>Eligible travel expenses</b></p> <p>What are the eligible costs incurred by air, by car or by train? What supporting documents are required to justify expenses incurred?</p> <p>Which travel costs are eligible? How are they calculated? Which documents are required to support a claim?</p>	<p><u>By air</u>: Air travel is only acceptable if the distance is greater than 400 km, which must be in economy class. Business class is not eligible. The cost must not exceed the most economical rate available (APEX, PEX).</p> <p>Boarding card and payment invoice to be kept to justify the expenses incurred.</p> <p><u>By train</u>: when a journey is made by train, the cost must not exceed the price of a first class train ticket for the journey. Train ticket to be kept as justification of the expenses incurred</p> <p><u>By car</u>: when a journey is made by car, the cost must not exceed the price of a first class train ticket for the journey. An 'expenditure note' signed by the lead applicant institution to be kept, indicating the start point, the point of arrival, the dates of travel, the number of kilometres covered, the average consumption of the vehicle, the fuel costs and the maintenance costs. The total cost may not exceed the price of a first class train ticket; justification of the first class train ticket price shall be kept. <u>Rented car</u>: invoice and proof of payment or paid invoice including evidence of the distance travelled in order to calculate petrol costs to be kept.</p>

		<p>Guidelines for Applicants (Section 2.1.4)</p> <p>Annex B (Budget, Worksheet 1)</p>
E.14	<p><b>Purchase of equipment</b></p> <p>What proportion of the project budget can be used for the purchase of equipment?</p>	<p>The purchase of equipment and training material is an eligible cost under the Technical Assistance component only, where training equipment may be necessary.</p> <p>Nevertheless, the amount allocated to equipment should be reasonable and fully justified in line with the requirements of the proposal, consuming only a limited part of the budget (not more than 15%). If equipment and supplies are required, the budget justification must include a full explanation of the proposed purchase.</p> <p>The programme aims to foster economic co-operation between Europe and Asia and is based on partnerships between equals. It is not a development co-operation scheme and consequently the main aim is not to improve physical infrastructure, to create new physical facilities, to equip offices etc.</p> <p>Guidelines for Applicants (Section 2.1.3 and 2.1.4)</p>
<p><b>F. Concept note, application form and supporting documents</b></p>		
F.1	<p><b>PADOR registration</b></p> <p>Is registration at PADOR compulsory for all applicants and partners before the deadline of submission of the Concept Note?</p>	<p>Prior registration in PADOR for applicants and partners for this Call for proposal is obligatory.</p> <p>PADOR is available on the following link:  <a href="http://ec.europa.eu/europaid/onlineservices/pador">http://ec.europa.eu/europaid/onlineservices/pador</a></p> <p>However the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.</p>
F.2	<p><b>Concept Note</b></p> <p>Is there a specific template for the Concept Note</p>	<p>Applications must be submitted with the guidance on the Concept Note in the Grant Application Form annexed to these Guidelines (Annex A).</p> <p>There is no specific template for the Concept Note but the applicant has to ensure that the text of his concept note follows the instructions as given in part A (Guidance of the drafting of the concept note) of the Grant Application Form</p>
<p><b>G. Evaluation procedures</b></p>		

<p>G.1</p>	<p><b>Overall evaluation procedures</b></p> <p>What are the evaluation procedures</p>	<p>Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps:</p> <ol style="list-style-type: none"> <li>1. Opening session and administrative check</li> <li>2. Evaluation of the concept note</li> <li>3. Evaluation of the full application</li> <li>4. Verification of eligibility of the applicant and partners</li> </ol> <p>Further details are given in section 2.3 of the Guidelines</p>
<p>G.2</p>	<p><b>Evaluation of concept note versus full application form</b></p> <p>What is the difference?</p>	<p>The evaluation of the concept notes and the full application forms are separated and different; using different criteria and a different evaluation grid.</p> <p>The scores awarded to the full application are completely separate from those given to the concept note of the same application.</p>
<p>G.3</p>	<p><b>EU-Headquarters versus Delegations</b></p> <p>How will be the task division during the evaluation process between HQ and Delegations?</p>	<p>Every evaluation will be done parallel and independent by an assessor of EU - Headquarters and an assessor of the Delegation(s) from the country the project is focussing on.</p>
<p>G.4</p>	<p><b>Shortlist after evaluation of the concept note</b></p> <p>How many project proposals will be short-listed for full application?</p>	<p>Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.</p> <ul style="list-style-type: none"> <li>Ø Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.</li> <li>Ø Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to two times the available budget for this Call for proposals. The pre -selected applicants will subsequently be invited to submit full proposals.</li> </ul>
<p>G.5</p>	<p><b>Indicative allocation of budgets</b></p> <p>Is there an indicative allocation of budgets to either programme components or countries?</p>	<p>No indicative allocation is foreseen in this Call for Proposals with regard to either Sustainable Production or Sustainable Consumption projects (or a mix).</p> <p>The programme aims at a balanced coverage of the Asian countries; therefore the following two provisions are made:</p> <p>(1) The indicative allocation of funds is 1/3 of funds to three geographical clusters, as follows:</p> <ul style="list-style-type: none"> <li>Ø South Asia: Afghanistan, Pakistan, Nepal, Bhutan, Bangladesh, India, Maldives, &amp; Sri Lanka;</li> <li>Ø South East Asia: Laos, Vietnam, Thailand Cambodia, Malaysia, Myanmar, Indonesia, &amp; the Philippines;</li> <li>Ø China and North Asia: China, excluding Hong Kong, Macau, and Chinese Taipei, Mongolia &amp; North Korea.</li> </ul> <p>(2) A maximum of 25% of total funds will be allocated to China, and a maximum of 15% for India, respectively (in total 40% for both countries). This is done to avoid an excessively large over-representation of projects implemented in China and India.</p> <p>Applicants are particularly encouraged to implement projects in Least Developed Countries (LDC's), i.e. Afghanistan, Bangladesh, Bhutan, Cambodia, Laos, Maldives, Myanmar and Nepal.</p> <p>In the case where the minimum percentage foreseen for a specific lot cannot be used due to insufficient quality or number of proposals received, the Commission reserves</p>

		the right to reallocate the remaining funds to another lot.
<b>H. Implementation of projects</b>		
H.1	<p><b>Starting date of a contract</b></p> <p>If an application is successful and a contract is concluded, can the contract be backdated?</p>	<p>No retroactivity is allowed. The contract will enter into force the day after the last party has signed. Project operations can start on this day or at a later date specified in the contract.</p>
H.2	<p><b>Project duration</b></p> <p>What is the maximum duration of a project under SWITCH-Asia</p>	<p>The minimum project duration is 24 months and the maximum project duration is 48 months, including the ex-post assessment.</p> <p>Guidelines for Applicants (Section 2.1.3)</p>
H.3	<p><b>Project management</b></p> <p>Can project co-ordination or management be carried out by an associate, or be subcontracted?</p>	<p>No, the responsibility must be retained by the applicant.</p> <p>Guidelines for Applicants (Section 2.1.1)</p> <p>Annex E (Standard Grant Contract, Annex II and IV)</p>
<b>I. Support by the EU</b>		
I.1	<p><b>Assistance to applicants</b></p> <p>Is any assistance provided by the European Commission for the screening of project ideas and the development of project proposals?</p>	<p>Individual assistance and counselling on project ideas or proposals is not available, in order to ensure transparency and equal opportunities to all. Only applications officially submitted within the framework of the Calls for Proposals can be evaluated.</p> <p>Specific enquiries related to the SWITCH-Asia Programme may be sent to: <a href="mailto:Europeaid-switch-asia@cec.eu.int">Europeaid-switch-asia@cec.eu.int</a></p> <p>Frequently asked questions ('FAQs') and materials from <b>Information Sessions</b> are published on the SWITCH-Asia website for the benefit of all potential applicants.</p>
I.2	<p><b>Visits to the European Commission</b></p> <p>Is it necessary for the applicant or partners to visit the European Commission at any time to further a project?</p>	<p>No. Unless it is beneficial to the project for the applicant or partners to visit Brussels, they are not required to visit the European Commission. All information may be provided over the telephone, via the post, fax or email.</p>
I.3	<p><b>Partner Search facility</b></p> <p>Does SWITCH-Asia provide contact details for business organisations in EU Member States and</p>	<p>A free-of-charge Partner Search facility, in order to provide organisations with the possibility of identifying potential partners with whom to develop and submit a proposal, is at present not available neither foreseen to be set up.</p>

	Asia?	
1.4	<p><b>Further information on SWITCH-Asia</b></p> <p>Where may I obtain information and promotional material on the Programme?</p>	<p>The SWITCH-Asia web site provides information and promotional material including information flyers, presentations, speaking notes, posters, banners and press communiqués for use when promoting the SWITCH-Asia Programme. This is provided on the web site under Info &amp; Promotion.</p>
1.5	<p><b>Timeframe for questions prior to a deadline</b></p> <p>Until when may questions related to a project proposal be asked prior to a deadline?</p>	<p>During the time between the publication and the deadline for receipt of proposals, applicants may present questions to the EuropeAid Co-operation Office, in writing up to 21 days before the submission of proposals. Replies must be provided to all such questions at least 11 days before the deadline for submission.</p>
1.6	<p><b>Support by SWITCH-Asia on making available information sources</b></p> <p>What assistance and sources are or will be available for enhancing accessibility of past experiences, cases studies of best practices, available tools and training materials?</p>	<p>SWITCH-Asia explicitly stressed upon building project upon past experiences. In the past years a wealth of experiences have been build regarding existing capacity and best practices developed over the past decade (especially with regard to sustainable production). It is expected that the project applicant and/or its partners will have knowledge of and access to those information sources.</p> <p>At this moment it is not foreseen that SWITCH-Asia will support (potential) applicants with accessibility to those sources. However, it is be foreseen in the near future that the envisioned Network Facility will play a role in this field, in relation to its task of 'dissemination results' via:</p> <ul style="list-style-type: none"> <li>Ø Preparation of case studies</li> <li>Ø Diffusion of results, via hosting an interactive website and exposure at crucial SCP-events in Asia and globally</li> <li>Ø Enhance exchange of experiences, lessons learned via networking events</li> </ul>
<p>Answers to the most frequently asked questions are provided on the web site for wider reference. As additional questions are received, the answers are added to the current listing. In addition to the Call for Proposals and Guidelines for Applicants, they serve as an additional reference point when preparing an application for a grant.</p> <p><b>NB</b> The FAQs are provided for information only and are not legally binding. Only the Guidelines for Applicants are legal ly binding.</p>		