



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE

## **CALL FOR PROPOSALS**

### **JUST/2014/SPOB/OG/NETW**

# **ESTABLISHMENT OF THREE-YEAR FRAMEWORK PARTNERSHIP AGREEMENTS WITH EU-LEVEL NETWORKS & OPERATING GRANTS FOR 2015**

#### **IN THE AREAS OF**

- **JUDICIAL COOPERATION IN CIVIL AND/OR IN CRIMINAL MATTERS**
  - **ACCESS TO JUSTICE**
  - **DAPHNE – COMBATING VIOLENCE**
  - **RIGHTS OF THE CHILD**
- **RACISM, XENOPHOBIA, HOMOPHOBIA AND OTHER FORMS OF INTOLERANCE**
  - **NON-DISCRIMINATION**
  - **RIGHTS OF PERSONS WITH DISABILITIES**
  - **EQUALITY BETWEEN WOMEN AND MEN**

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## **1. INTRODUCTION**

This call for proposals concerns two financial programmes:

- Regulation (EU) No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014 to 2020 ('**Justice Programme**')<sup>1</sup>; and

- Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014 to 2020 ('**REC Programme**')<sup>2</sup>.

It implements the respective activities set out in the 2014 Annual Work Programme for the Justice Programme<sup>3</sup> and for the REC Programme<sup>4</sup> and aims to fund proposals with EU added value.

Organisations interested in submitting applications are strongly advised to study the detailed terms and conditions set out in this call for proposals and in the Guide for Operating Grants to Framework Partners published together with this call and constituting an integral part of the conditions of the call.

## **2. PURPOSE OF THE CALL**

This call aims to establish three-year Framework Partnership Agreements (2015-2017) with EU level networks active in the areas defined in section 3.

The proposals submitted under this call will be evaluated as follows:

The Commission will evaluate the documentation relevant to the network's three-year action plan for 2015-2017. Based on this evaluation the Commission will select the organisations which will be invited to sign **three-year Framework Partnership Agreements with the Commission**. For detailed information on this selection procedure, see section 4 below.

For organisations selected for signing a Framework Partnership Agreement, the Commission will evaluate the network's detailed activities for 2015 and the corresponding budget. After a favourable evaluation and subject to the availability of funds under each policy area, the organisations will be invited to sign **Specific Agreements for a 2015 Operating Grant**. For detailed information on this selection procedure, see section 5 below.

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<sup>1</sup> OJ L 354, 28.12.2013, p. 73.

<sup>2</sup> OJ L 354, 28.12.2013, p. 62.

<sup>3</sup> Commission Implementing Decision of 24.04.2014 concerning the adoption of the work programme for 2014 and the financing for the implementation of the Justice, C(2014) 2556 final.

<sup>4</sup> Commission Implementing Decision of 24.04.2014 concerning the adoption of the work programme for 2014 and the financing for the implementation of the Rights, Equality and Citizenship Programme, C(2014) 2557 final.

### **3. PRIORITIES**

#### **3.1. Priorities**

This call aims to support for the period 2015-2017 activities and operating costs of EU-level networks, whose statutory aims fall under or contribute to specific objectives of the Justice Programme and the REC Programme. Their activities must focus on one of the policy areas covered by the call (corresponding to JCOO; JACC; RCHI; RDAP; RRAC; RDIS; RDIB; RGEN) and must address one or more of the priorities of that area as set out below.

Applicants must indicate clearly in the Grant Application Form only one of these policy areas.

Applicants may submit only one application under this call for proposals.

Proposals shall complement the efforts of the EU in the respective areas. Duplications of already existing initiatives will not be funded. Applicants shall explain and demonstrate how their proposals are aligned with the respective EU policies and with the documents published by the European Commission and referred to under each policy area. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion.

#### ***3.1.1. JCOO - Judicial cooperation in civil and/or criminal matters;***

##### **Judicial cooperation in civil matters**

The EU Justice Agenda for 2020<sup>5</sup> has indicated the priorities for the next years, among others, in the field of civil justice, in order to support economic growth and ensure that citizens can make full use of their freedom of movement throughout the EU.

The activities of the networks should contribute to one or more of the following priorities:

- the correct implementation and application of EU legislation in the areas of family law, wills and succession, mediation, effective cross-border enforcement of claims, the European procedures (i.e. the European Account Preservation Order, the European Small Claims Procedure, the European Enforcement Order and the European Order for Payment Procedure), insolvency and pre-insolvency proceedings and service of documents;
- the application of foreign law, in particular in the context of Regulation (EC) No 593/2008 on the law applicable to contractual obligations (Rome I) and Regulation (EC) No 864/2007 on the law applicable to non-contractual obligations (Rome II), and Regulation (EC) No 650/2014 on jurisdiction, applicable law, recognition and enforcement of decisions and acceptance and enforcement of authentic instruments in matters of succession and on the creation of a European Certificate of Succession;

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<sup>5</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions, The EU Justice Agenda for 2020 - Strengthening Trust, Mobility and Growth within the Union, COM(2014) 0144 final.

- the simplification of cross-border recognition of public documents and civil status records between Member States, in order to facilitate the freedom of movement of EU citizens.

In particular, the networks should focus on one or more of the following activities:

- collection of data and exchange of information and best practices related to the abovementioned EU legislation and networking between legal, judicial and administrative authorities and the legal professions;
- dissemination and awareness raising activities related to the abovementioned EU legislation;
- facilitating the exchange of data and communication, including where necessary structured, confidential and data-protection compliant communication between the authorities appointed under EU legislation (e.g. central authorities) or otherwise active in the context of EU legislation (e.g. courts, bailiffs), including electronic transmission of documents, requests for information, hearing of the parties and witnesses across borders in the application of EU legislation.

#### Judicial cooperation in criminal matters

Pursuant to Article 82(1) of the Treaty on the Functioning of the European Union (TFEU), judicial cooperation in criminal matters in the Union is to be based on the principle of mutual recognition of judgments and judicial decisions, which is commonly referred to as a cornerstone of judicial cooperation in criminal matters within the Union. In this context a number of legal instruments – largely adopted before the Lisbon Treaty – have entered into force and need to be implemented by the Member States.

The activities of the networks should contribute to one or more of the following priorities:

- the concrete and practical implementation of EU legislation as regards the European arrest warrant (EAW) (Council Framework Decision 2002/584/JHA on the European arrest warrant ): aspects of its implementation by the Member States, such as those developed in the Commission implementation reports of 2005/2006, 2007 and 2011, including issues such as proportionality and respect for fundamental rights; how to improve the situation of the defendants linked with the implementation of the specific provisions of the three directives on procedural rights related to the EAW;
- the concrete and practical implementation of EU legislation in the area of detention (Framework Decision 2008/909/JHA on Transfer of Prisoners; Framework Decision 2008/947/JHA on Probation and Alternative sanctions; and Framework Decision 2009/829/JHA on the European Supervision Order); aspects of their implementation by the Member States such as developed in the Commission implementation report of 2014; development of a Handbook on their application, their impact on reducing pre-trial detention and the use of alternative measures in the EU;
- the concrete and practical implementation of EU legislation in the area of confiscation and freezing of assets and on financial penalties (Framework

Decision 2003/577/JHA on orders freezing property or evidence (as regards freezing of property); Framework Decision 2006/783/JHA on confiscation orders and Framework Decision 2005/214/JHA on financial penalties).

In particular, the networks should focus on one or more of the following activities:

- exchange of information and networking between judicial and administrative authorities and the legal professions, such as development of an accessible and comprehensive source of country specific information and guidance on procedures, criminal codes, offences and legislation in each Member State; development of prototype templates to assist the issuing and executing authorities;
- facilitating the exchange of data and the structured, confidential and data-protection compliant communication between the authorities appointed under EU legislation (e.g. competent authorities), including electronic transmission of documents, requests for information, questioning and hearing of persons across borders (such as by way of video-conferencing);
- exchanging best practices (including in the field of detention conditions and prison management);
- dissemination and awareness raising activities;
- specific judicial training on the above mentioned Framework Decisions.

***3.1.2. JACC - Effective access to justice for all, including rights of victims of crime and rights of the defence;***

Access to an effective justice system

Access to an effective justice system is an essential right, one of the founding principles of European democracies enshrined in the constitutional traditions common to all European Union Member States. Effective national justice systems are crucial for the effectiveness of all EU law.

The activities of the networks should contribute to the promotion of the effectiveness of the national justice systems and the respect of the rule of law.

In particular, the networks should focus on the following activities:

- provide input to EU activities on the effectiveness of justice in particular by collecting and exchanging information on the independence, quality and efficiency of national justice systems and by providing specific comparative analysis, including on the respect of the rule of law;
- foster the exchange of information and networking activities to identify and promote best practices relating to the effectiveness of national justice systems and to the governance of the judiciary;
- promote better knowledge of, and access to, the national jurisprudence relating to the application of EU law as well as knowledge of EU law by national courts.

### Rights of victims of crime and rights of suspected and accused persons

Fair trial rights of both the suspects and accused persons and for victims in EU Justice Policy have been particularly strengthened since the entry into force of the Lisbon Treaty. Correct transposition and application of recent EU legislation adopted to ensure that suspected and accused persons as well as crime victims get effective access to justice is therefore essential to create an Area of Justice in the European Union.

The activities of the networks should contribute to the following priorities:

- supporting the concrete and practical implementation of EU legislation in the area of rights of victims of crime (Directive 2012/29/EU establishing minimum standards on the rights, support and protection of victims of crime, Directive 2011/99/EU on the European Protection Order and the Regulation EU 606/2013 on mutual recognition of protection measures in civil matters), as well as of any new directive that will be adopted in this area;
- supporting the concrete and practical implementation of EU legislation in the area of rights of suspected and accused persons (Directive 2010/64/EU on the right to interpretation and translation in criminal proceedings; Directive 2012/13/EU on the right to information in criminal proceedings and Directive 2013/48/EU on the right of access to a lawyer), as well as of any new directive that will be adopted in this area.

In particular, the networks should focus on one or more of the following activities:

- exchange and provision of information ;
- training of professionals;
- exchange of best practices;
- establishment of working methods to support the implementation of procedural rights for victims and suspects or accused persons;
- facilitating cooperation between national authorities, legal practitioners and/or service providers;
- dissemination and awareness raising activities.

#### ***3.1.3. RCHI - Rights of the child; & RDAP - Daphne - Prevent and combat all forms of violence against children and women and protect the victims of such violence;***

### Rights of the child

Article 3(3) TEU requires the Union to promote the protection of the rights of the child. The activities to be funded in the area of the rights of the child must be in line with the UN Convention on the rights of the child (UNCRC)<sup>6</sup> and Article 24 of the EU Charter of Fundamental Rights.

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<sup>6</sup> <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>



The activities of the networks should contribute to the effective implementation of all the rights of the child in the EU Member States.

In particular, the networks should focus on the following activities:

- the exchange of information, including on implementation of international standards on the rights of the child;
- measures for raising awareness concerning the benefits from respecting the child's right to be heard and measures for the effective implementation of this right;
- dissemination of good practice among a broad range of stakeholders.

Networks implementing activities benefiting children must embed the implementation of Article 12 UNCRC (the child's right to be heard) in their activities and, where appropriate, seek to contribute to the strengthening of integrated child protection systems.

Daphne - Prevent and combat all forms of violence against children and women and protect the victims of such violence

Article 19 UNCRC on the child's right to protection from all forms of violence and General Comment No 13 (2011)<sup>7</sup> provide the framework for activities to prevent and combat all forms of violence against children and to protect the victims of such violence.

The Strategy for equality between women and men for the period 2010-2015 reflects the Commission's commitment to continue and step up its activities in this field and identifies five priority areas, including "dignity, integrity and an end to gender-based violence". Violence against women is recognised by the European Commission as a cause and a consequence of gender inequalities, a form of discrimination and a violation of women's fundamental rights.

In November 2013, the Commission and the European External Action Service signalled their strong commitment to tackling Female Genital Mutilation (FGM), by adopting a Communication on Eliminating Female Genital Mutilation<sup>8</sup>, which defines concrete measures, with a strong focus on prevention and victim support.

The activities of the networks should contribute to preventing violence against women and/or children and improving victim support. In the area of violence against children network activities must be explicitly grounded in the UN Convention on the rights of the child.

In particular, the networks should focus on the following activities:

In the area of violence against children:

- the exchange of information, including on implementation of international standards;

<sup>7</sup> [http://www2.ohchr.org/english/bodies/crc/docs/CRC.C.GC.13\\_en.pdf](http://www2.ohchr.org/english/bodies/crc/docs/CRC.C.GC.13_en.pdf)

<sup>8</sup> COM(2013) 833 final:

[http://ec.europa.eu/justice/gender-equality/files/gender\\_based\\_violence/131125\\_fgm\\_communication\\_en.pdf](http://ec.europa.eu/justice/gender-equality/files/gender_based_violence/131125_fgm_communication_en.pdf)

- awareness-raising and dissemination of good practice among a broad range of stakeholders;
- improvements in flanking measures, including data collection.

In the area of violence against women:

- encouraging attitudinal and behavioural changes with regards to harmful practices, including female genital mutilation;
- increasing the level of perpetrator programmes and of tailored and specialised support services for female victims of violence, particularly addressing the vulnerabilities of specific groups of women;
- building the capacity of professionals in contact with victims of all forms of violence against women, and enabling multi-disciplinary cooperation and mutual learning.

Networks implementing activities benefiting children must embed the implementation of Article 12 UNCRC (the child's right to be heard) in their activities and, where appropriate, seek to contribute to the strengthening of integrated child protection systems.

#### ***3.1.4. RRAC - Racism, xenophobia, homophobia and other forms of intolerance;***

Due to the worrying rise of racism and xenophobia across the EU, well documented by several reports published by the Fundamental Right Agency, the Commission is committed to closely monitoring the implementation, at national level, of Council Framework Decision 2008/913/JHA on combating certain forms and expressions of racism and xenophobia by means of criminal law, which obliges Member States to address the most serious forms of 'hate speech' (defined in Article 1 of the Framework Decision) and 'hate crime' (Article 4).

The Commission's report on the implementation of this Framework Decision<sup>9</sup> (i) provided a detailed analysis of the manner and extent to which Member States have transposed this legislation into national law and (ii) listed a number of suggested practices to strengthen the implementation of the Framework Decision, while making it clear that due consideration must be given to freedom of expression and association.

The results of the survey on homophobia and transphobia presented by the Fundamental Rights Agency in May 2013 gave a more comprehensive picture on hate speech, crime and violence directed against LGBT people in the EU Member States. Consequently, for the purpose of this call for proposals, the Commission wishes to address hate speech and hate crime in all its forms<sup>10</sup>.

In line with the above-mentioned legislation and reports, the activities of the networks should contribute to one or more of the following priorities:

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<sup>9</sup> [http://ec.europa.eu/justice/fundamental-rights/files/com\\_2014\\_27\\_en.pdf](http://ec.europa.eu/justice/fundamental-rights/files/com_2014_27_en.pdf)

<sup>10</sup> <http://fra.europa.eu/en/press-release/2013/fear-isolation-and-discrimination-common-europes-lgbt-community>

- supporting the development, implementation and monitoring of policies and legislation at the European and national levels aiming at fighting against racism, xenophobia, homophobia and other forms of intolerance;
- prevention of hate crime and/or hate speech in cooperation with law enforcement authorities;
- facilitation of victims' reporting, in cooperation with - or independent of - law enforcement authorities.

In particular, the networks should focus on the following activities:

- activities, such as networking, capacity-building, strengthening of the knowledge etc. addressed to support services for victims of such crimes in the Member States;
- strengthening the capacity and knowledge of partner organisations in Member States active in the area concerned;
- collection and compiling of systematic, objective and comparable data on incidents of hate speech and hate crime;
- dissemination of information and transferring knowledge to both specialised and general audiences concerning the applicable legislation (including legislation applicable to the rights of victims of such crimes), the available remedies and the access to specialised bodies, such as victims' support services.

### **3.1.5. *RDIS - Non-discrimination;***

According to the Treaty on the Functioning of the European Union (TFEU), the European Union shall aim to combat discrimination when defining and implementing its policies and activities (Art. 10 TFEU). Article 19 in the TFEU gives the European Union specific powers to take action to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

Discrimination on the ground of sex includes, in line with the case-law of the Court of Justice of the European Union, discrimination arising from gender reassignment.

The two Council directives adopted in 2000 – Directive 2000/43/EC<sup>11</sup> and Directive 2000/78/EC<sup>12</sup> – provide the legal framework on non-discrimination based respectively on racial or ethnic origin and on the grounds of religion or belief, disability, age or sexual orientation.

Serious forms of discrimination are still widespread in Europe. The Eurobarometer survey on discrimination released in November 2012 confirmed that discrimination based on different grounds (gender, ethnic origin, religion or beliefs, age, disability, sexual orientation and gender identity) is still considered as common in the EU<sup>13</sup>.

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<sup>11</sup> OJ L 180/22 of 19.7.2000.

<sup>12</sup> OJ L 303/16 of 2.12.2000.

<sup>13</sup> [http://ec.europa.eu/justice/newsroom/discrimination/news/121122\\_en.htm](http://ec.europa.eu/justice/newsroom/discrimination/news/121122_en.htm)

The results of the survey on homophobia and transphobia presented by the Fundamental Rights Agency in May 2013 gave a more comprehensive picture on the obstacles and discrimination faced by LGBT persons<sup>14</sup>.

With regard to non-discrimination in the labour market, the European Commission encourages employers to include Diversity Management at the heart of their business model and has supported various activities in order to achieve this aim across the EU. Among them, since 2010 it has been sponsoring a platform for EU-level exchange between Diversity Charters in Europe.<sup>15</sup>

The Roma integration agenda has been the focus of intense efforts by the European Commission and the EU Member States. In 2011 the EU Framework for Roma Integration was adopted by the Commission, which since then in its yearly reports has been assessing the conception and implementation of the National Roma Integration Strategies by the Member States.

The 2014 report measured for the first time progress made in the four key areas of education, employment, healthcare and housing, as well as in the fight against discrimination and the use of funding. It also assessed the progress made at EU level and recommended, among other, to continue a regular dialogue with civil society, support grassroots NGOs and involve civil society in the monitoring of progress.

On 9 December 2013 the Council adopted the Recommendation on effective Roma integration measures in the Member States the first ever legal instrument on Roma, which identifies specific measures, including positive action to improve the situation of Roma.<sup>16</sup>

The activities of the networks should contribute to one or more of the following priorities:

- supporting the development, implementation and monitoring of non-discrimination and equality policies and legislation at European and national levels;
- promoting non-discrimination and equal opportunities in EU and national policies (mainstreaming approach). Activities carried out over the three years should in particular support national member organisations in their involvement, at national level, in main political EU driven processes such as no-discrimination and equality policies;
- promoting the interest of one or more groups at risk of discrimination on the basis of their ethnic origin or race, religion or belief, age, sexual orientation and gender identity;
- developing the "business case" for diversity across the EU;

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<sup>14</sup> <http://fra.europa.eu/en/press-release/2013/fear-isolation-and-discrimination-common-europes-lgbt-community>

<sup>15</sup> There are currently twelve Diversity Charter members of the EU platform: for any further information please see: [http://ec.europa.eu/justice/discrimination/diversity/diversity-charters/index\\_en.htm](http://ec.europa.eu/justice/discrimination/diversity/diversity-charters/index_en.htm)

<sup>16</sup> OJ C 378, 24.12.2013, p. 1–7.

- promoting integration of Roma communities. Activities carried out during the three-year period will have to support, whenever appropriate, the involvement of national member organizations in the implementation of the EU Framework for National Roma Integration Strategies up to 2020<sup>17</sup> and the Council Recommendation of 9 December 2013 on effective Roma integration measures in the Member States<sup>18</sup>;
- improving the knowledge and understanding of discriminatory and inequality phenomena in Member States and at EU level (including on multiple discrimination);
- strengthening the capacity of national NGOs and their knowledge of relevant EU matters;
- contributing to raising the awareness of practitioners on effective legal protection against discrimination on the basis of the two EU directives<sup>19</sup> and making international fundamental rights requirements better known and respected;
- raising public awareness about the rights to non-discrimination and the benefits of diversity.

The aim is to support a range of activities targeting at least one of the following grounds of discrimination: ethnic origin, race, religion or beliefs, age, sexual orientation and gender identity.

All applications should take into account the gender dimension of discrimination. If the action(s) deal(s) with multiple discriminations, gender can obviously be considered as a discrimination ground in addition to those mentioned above.

### ***3.1.6. RDIB - Rights of persons with disabilities;***

The European Disability Strategy 2010-2020<sup>20</sup> identifies actions at EU level to complement and support national efforts in eight priority areas: (1) Accessibility, (2) Participation, (3) Equality, (4) Employment, (5) Education and Training, (6) Social protection, (7) Health, and (8) External Action. It is underpinned by awareness-raising, financial support, statistics and data collection. The first implementation period with concrete actions up to 2015 is well under way and a renewed list of actions for the period 2016-2020 will be presented.

The European Disability Strategy fits in the wider context of the Europe 2020 strategy for smart, sustainable and inclusive growth.

The Disability Strategy also aims to support the full and effective implementation of the UN Convention on the Rights of Persons with Disabilities (UNCRPD) by the EU and its Member States. The EU became a party to the UN Convention in 2011. The purpose of the Convention is to promote, protect and ensure the full and equal enjoyment of all

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<sup>17</sup> Communication from the Commission to the European parliament, the Council, the European Economic and Social Committee and the Committee of the Regions an EU Framework for National Roma Integration Strategies up to 2020 COM/2011/0173 final

<sup>18</sup> OJ C 378, 24.12.2013, p. 1–7.

<sup>19</sup> The Racial Equality Directive 2000/43/EC and the Employment Equality Directive 2000/78/EC.

<sup>20</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0636:EN:NOT> .

human rights and fundamental freedoms by all persons with disabilities. The Commission published the first report on the implementation of the Convention by the EU in June 2014.

The activities of the networks should contribute to one or more of the following priorities:

- supporting the implementation of the priorities of the European Disability Strategy 2010-2020;
- contributing to the implementation of the UN Convention on the Rights of Persons with Disabilities and promoting the involvement of the national member organisations in the implementation;
- supporting the achievement of the Europe 2020 strategy targets on employment, poverty and education;
- supporting the development, implementation and monitoring of EU and national policies and legislation in the area of disability;
- contributing to mainstreaming of different aspects of disability matters in the EU and national policies, particularly in the areas of employment, education, social inclusion, social protection, health, human rights, international cooperation and development to make sure that the rights and needs of persons with disability are properly addressed;
- contributing to improving accessibility to goods and services;
- contributing to the development of specific policies relevant to disabilities in the area of independent living, in particular as regards the transition from institutional to community-based care.

In particular, the networks should focus on the following activities:

- equipping member organisations with the necessary skills and competences to promote the interests and rights of people with disabilities, in particular to enhance equality of opportunities for people with disabilities, namely in employment, and combat discrimination on the basis of disability;
- developing information tools (websites, publications or other means) to inform about EU objectives, policies and actions in the disability field, increasing the network capacity and raising public awareness;
- supporting national member organisations in their involvement in the implementation, at national level, of main political EU driven processes.

Finally, the networks are expected to contribute to a number of specific initiatives where their role may have a clear added-value, such as:

- Work Forum on the implementation of the UN Convention on the Rights of Persons with Disabilities in the EU and the Member States;

- European Commission Conference on the European day of persons with disabilities on 3 December;
- European Access City Award.

### **3.1.7. RGEN - Equality between women and men**

Equality between women and men has been a fundamental principle of the European Union since its inception. It is a political objective, but also an economic one, as equality between women and men is crucial in helping the EU achieve its goal of smart, sustainable and inclusive growth.

The Strategy for equality between women and men for the period 2010-2015<sup>21</sup> confronts the challenges and obstacles to gender equality and reflects the Commission's commitment to continue and step up its activities in this field. The Strategy reaffirms the dual approach of gender mainstreaming and the adoption of specific measures in the priority areas identified: equal economic independence; equal pay for equal work and work of equal value; equality in decision-making; dignity, integrity and an end to gender-based violence; gender equality in external actions. When the Strategy comes to an end in 2015, the Commission will identify remaining challenges and consider proposing appropriate action to be taken at European level.

In the European Pact for Gender Equality<sup>22</sup>, adopted in March 2011 at the European Council, the Heads of State and Government reaffirmed the close link between the Commission's Strategy for equality between women and men from 2010 to 2015 and Europe 2020 Strategy for smart, sustainable and inclusive growth<sup>23</sup>. For the benefit of the entire society, they called on the Member States to take steps to bridge the gap between men and women in the fields of employment and social protection, including the gender pay gap and promoting a better balance between work and private life for women and men throughout their lives. The European Pact for Gender Equality clearly states that gender equality policies are vital to economic growth, prosperity and competitiveness.

The activities of the networks should contribute to one or more of the following priorities:

- supporting the development and implementation of gender equality policies and legislation at EU and national levels;
- supporting the final phase of implementation of the Commission's Strategy for equality between women and men 2010-2015 and contributing to the identification of remaining gender equality challenges after 2015;
- promoting equality between women and men in the implementation of the Europe 2020 Strategy and its forthcoming mid-term review;
- promoting the economic and business case for gender equality across the EU;

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<sup>21</sup> COM(2010) 491 final: [http://ec.europa.eu/justice/gender-equality/document/index\\_en.htm](http://ec.europa.eu/justice/gender-equality/document/index_en.htm)

<sup>22</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:155:0010:0013:EN:PDF>

<sup>23</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

- translating gender equality policy and actions into Member States' national contexts via the network's national member organisations;
- promoting gender mainstreaming in EU and national policies and supporting national member organisations' involvement in the promotion of the gender equality aspects of the main EU policies, including the implementation of the gender perspective in the European Structural and Investment Funds;
- improving the knowledge and understanding of discrimination and inequalities between women and men in Member States (including multiple discrimination);
- contributing to an effective legal protection against discrimination on the basis of the various EU-directives implementing the principle of equal treatment between women and men;
- raising public awareness and disseminating information about women's rights, the rights to gender equality and their benefits to society.

Applicants must demonstrate how they effectively contribute to strengthening the capacity of national member organisations and their knowledge of EU gender equality policies by providing information and advice on European gender equality concerns. Activities carried out over the 3 years should support national member organisations' involvement, at national level, in the promotion of the gender equality aspects in the areas of employment, social inclusion and poverty, education, research, external relations, etc. EU-level networks should also encourage the cooperation between their national members and social partners' organisations at national level.

### **3.2. Non eligible activities**

The following types of activities will not be funded by the Commission:

- sponsorships/scholarships to individuals for their participation in workshops, seminars, conferences, congresses, training courses etc.;
- activities supporting individual political parties;
- provision of financial support to third parties;
- legal actions before national or international courts regardless of their grounds or objectives.

## **4. THREE-YEAR FRAMEWORK PARTNERSHIP AGREEMENTS**

The Commission will first evaluate the documentation relevant to the network's action plan for 2015-2017.

The **three-year action plans** will present the vision, the mission and the value of the network, as well as the strategic objectives and main activities that the organisation is committed to implement during the three-year period with the European Union's support.

While preparing their action plan the applicants must take into account the priorities identified under section 3 for the policy area under which they wish to apply.



#### **4.1. Budget available**

The definite allocation of funds per policy area is currently not available for the full period 2015-2017. An indicative amount per policy area is available only for 2015 and can be consulted under section 5.1. The funds available for the years 2016 and 2017 will be defined in the respective Annual Work Programmes for the Justice Programme and for the Rights, Equality and Citizenship Programme and are expected to be comparable to those of 2015.

The Commission reserves the right not to award annually all available funds, and/or to redistribute the amounts per policy area, depending on the number and the quality of the applications received and on the outcome of the evaluation procedure.

Applicants are requested to present the network's three-year estimate budget presenting information on the estimated income and expenditure necessary to implement their three-year action plan.

The signature of a Framework Partnership Agreement does not ensure that specific agreements for annual operating grants will be signed. The Commission will award the annual operating grants following an evaluation of the detailed activities for 2015 and subject to the availability of funds.

#### **4.2. Evaluation procedure for the Framework Partnership Agreements**

All applications are subject to an evaluation process involving five sets of criteria. Firstly, the evaluators will check whether your submission complies with all the formal requirements (admissibility, exclusion and eligibility criteria). If you are rejected at this stage, you will receive a letter from the Commission stating the reasons for the rejection. If your application is admissible, complies with the exclusion criteria and is eligible, it will be accepted for further assessment and you will not receive any information at this stage.

Applications that successfully pass this first stage will be subject to the verification of operational and financial capacity (selection criteria), and they will be evaluated on the basis of the award criteria mentioned in the call. For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether your organisation has enough financial, human and operational resources to carry out the proposed activities. For the evaluation of the award criteria the evaluators will assess your proposal on its merits against the award criteria, giving points to each proposal.

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts. The submitted proposals will be evaluated solely on the basis of the criteria outlined below.

##### ***4.2.1. Admissibility Requirements***

To be admissible applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission referred to in section 9.

- (b) Applications must be submitted using the online application tool of Directorate-General Justice (PRIAMOS).
- (c) Applications must be submitted using the standard PRIAMOS Grant Application Form. They must include all the mandatory information and be accompanied by all the compulsory documents and annexes requested under section 8.3 of this call for proposals.

#### **4.2.2. Eligibility Criteria**

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

Applicants must comply with the following requirements:

- (a) **Formal network:** the applicant must be an established legal entity, which is either a formal network with own legal personality or represents (as a joint secretariat or officially appointed coordinator) an established formal network. Only this legal entity may submit an application, the member organisations are not eligible to apply.
- (b) **Minimum membership:** The network must be organised at European level and have member organisations/bodies or authorities in a minimum number of eligible countries, as indicated below:

- JCOO - Judicial cooperation in civil and/or criminal matters
- JACC - Effective access to justice for all, including rights of victims of crime and rights of the defence
- RCHI - Rights of the child
- DAP - Daphne - Prevent and combat violence against children and/or women and protect victims of such violence

⇒ the network must have members in at least 14 participating countries.

However, networks which are applying under the policy area DAP and which are active in the area of female genital mutilation (FGM), must have member organisations/bodies or authorities in at least 10 participating countries.

- RRAC – Racism, xenophobia, homophobia and other forms of intolerance
- RDIS – Non-discrimination
- RDIB – Rights of persons with disabilities
- RGEN – Equality between women and men

⇒ the network must have members in 15 participating countries.

- (c) **Non-profit:** The applicant must be a private non-profit-oriented organisation. This will be assessed on the basis of the statutes of the organisation, in particular whether those allow for the possibility to distribute profit to members/shareholders.

- (d) **Eligible country:** The applicant must be legally established in an eligible country. The eligibility of countries depends on the policy area, as listed in the table below:

<p><b>IMPORTANT NOTE</b></p> <p style="text-align: center;"><b>Eligible countries<sup>24</sup>:</b></p> <p><u>For the <b>Justice Programme</b></u>, i.e. for the following policy areas:</p> <ul style="list-style-type: none"><li>• JCOO - Judicial cooperation in civil and/or criminal matters</li><li>• JACC - Effective access to justice for all, including rights of victims of crime and rights of the defence</li></ul> <p style="text-align: center;">⇒ all EU Member States, except for the United Kingdom and Denmark<sup>25</sup>.</p> <p><u>For the <b>REC Programme</b></u>:</p> <p>For the following policy areas:</p> <ul style="list-style-type: none"><li>• DAP - Daphne - Prevent and combat violence against children and/or women and protect victims of such violence</li><li>• RCHI - Rights of the child</li></ul> <p style="text-align: center;">⇒ all EU Member States; ⇒ Iceland.</p> <p>For the following policy areas:</p> <ul style="list-style-type: none"><li>• RRAC – Racism, xenophobia, homophobia and other forms of intolerance</li><li>• RDIS – Non-discrimination</li><li>• RDIB – Rights of persons with disabilities</li><li>• RGEN – Equality between women and men</li></ul> <p style="text-align: center;">⇒ all EU Member States; ⇒ Iceland and Liechtenstein.</p>
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- (e) the network's statutory aims must be in line with selected policy area as described in section 3.

#### **4.2.3. Exclusion Criteria**

##### **4.2.3.1. Exclusion from participation**

Applicants will be excluded from participating in this call for proposals if they are in any of the following situations:

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<sup>24</sup> If, before the deadline for submission of proposals, other countries (EEA countries, candidate countries) join the programme, a notification will be placed on the call website informing applicants that organisations from such countries can participate as applicants.

<sup>25</sup> UK: UK chose not to participate in the Justice Programme and therefore organisations established in the UK cannot submit an application in this call for proposals under the Justice Programme.  
DK: DK does not participate in the Justice Programme. Therefore organisations established in DK cannot submit an application in this call for proposals under the Justice Programme.

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the Grant Agreements are to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Financial Regulation)<sup>26</sup>.

#### 4.2.3.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 4.2.3.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

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<sup>26</sup> OJ L298, 26.10.2012, p.1.

#### **4.2.4. Selection criteria**

##### **4.2.4.1. Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activities throughout the three-year period and to participate in the funding of those activities.

For this purpose the applicant must present its balance sheets and profit and loss accounts for the last two financial years available. If the grant to be requested for any of the three years exceeds EUR 100 000, in addition, an audit report produced by an approved external auditor certifying the accounts for the last two financial years available must be submitted.

The following elements will be taken into account, among others, to assess the applicant's financial capacity:

- The applicant's dependency on EU financing;
- The applicant's deficit of the previous financial years;
- The applicant's revenue of the previous financial years;
- The auditor's findings in the audit report (when applicable).

If the Commission considers that the financial capacity is not satisfactory, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment), or reject the application.

##### **4.2.4.2. Operational capacity**

The applicant must have sufficient operational and professional capacities to implement and/or coordinate the proposed three-year action plan.

For this purpose the applicant must present CVs of the key staff of the network involved in the implementation of the activities (employed by the applicant), who must have the necessary education, skills, experience and capacity to carry out the tasks that will be assigned to them during the three year period. The applicant must also provide the annual technical/narrative report of the network for the last available year.

Applicants may not be awarded a grant, if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

#### **4.2.5. Award criteria**

The award criteria aim to ensure the selection of applications with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Applications will be assessed against the following criteria:

**(a) Relevance to the priorities of the call (20 points):**

Relevance of the activities and their objectives to the priorities of the selected policy area, as described under section 3 of this call for proposals and taking into account the international standards in the field; contribution of the proposal to the policy area and its priorities; and complementarity with other Union activities, avoiding duplication with activities funded by other Union programmes.

**(b) Quality of the three-year action plan (30 points):**

Quality in terms of the proposed methodology for implementing the activities; the organisation of work and the allocation of resources; the strategy for monitoring of the implementation of the activities and the proposed evaluation; the identification of risks and the measures to mitigate them; the identification of ethical issues and the proposed action to address them.

**(c) European added value of the three-year action plan (20 points):**

The European added value of the activities shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to create practical tools and solutions that address cross-border or Union-wide challenges.

**(d) Expected results, dissemination, sustainability and long-term impact (20 points):**

How appropriate are the expected results to achieve the network's objectives for the three-year period? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Sustainability of the activities and of the organisation after EU funding?

**(e) Cost-effectiveness (10 points):**

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the network.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained.

The list of awarded proposals will be established taking into account the expected availability of funds for the three year period.

Proposals not attaining an overall score of 70 points will not be considered for award.

Once the evaluation procedure is completed, the Commission will adopt a formal award decision indicating the selected and the rejected proposals, will publish the award

decision on DG Justice's Website and then send a letter informing each applicant of the final decision taken, including reasons for rejection, where applicable.

Framework Partnerships shall be governed by a written agreement. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation. The template for the Framework Partnership Agreement is published on the webpage of the call for proposals.

Please note that the signature of a Framework Partnership Agreement does not represent a legal or financial commitment on the part of the Commission that an operating grant will be awarded annually to the organisation.

## **5. 2015 OPERATING GRANT**

The Commission will evaluate the activities proposed for 2015 and the 2015 budget only for those organisations selected as framework partners.

The *Annex 7 – Activities to be co-financed in 2015* will present the concrete activities planned for 2015, which will operationalise this first year of the network's three-year action plan.

While preparing this annex, the applicants must take into account the priorities identified under section 3 for the policy area under which they wish to apply.

### **5.1. Budget available**

The indicative available budget for the 2015 Operating Grants is:

#### **Justice Programme:**

<b>Policy area</b>	<b>Amount</b>
JCOO – Judicial cooperation in civil and/or criminal matters & JACC - Access to justice	2 100 000 EUR
<b>Total</b>	<b>2 100 000 EUR</b>

#### **REC Programme:**

<b>Policy area</b>	<b>Amount</b>
RDAP – Daphne - Prevent and combat violence against children and/or women and protect victims of such violence & RCHI – Rights of the child	1 080 000 EUR
RRAC – Racism, xenophobia and other forms of intolerance & RDIS – Non-discrimination	2 750 000 EUR
RDIB – Rights of persons with disabilities	2 200 000 EUR
RGEN – Equality between women and men	950 000 EUR
<b>Total</b>	<b>6 980 000 EUR</b>

The Commission reserves the right not to award all available funds, and/or to redistribute the amounts per priority on the number and the quality of the applications received and the outcome of the evaluation procedure.

## 5.2. Evaluation procedure for the 2015 Operating Grant

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts. The submitted proposals will be evaluated solely on the basis of the award criteria outlined below.

The award criteria aim to ensure the selection of proposals with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

**(a) Relevance and coherence (20 points):** extent to which the proposed activities for 2015 address the priorities of the selected policy area, as described under section 3 of this call for proposals, and are coherent with the Framework Partner's three-year action plan;

**(b) Quality of the proposed activities (40 points):** quality of the proposed activities for 2015, which must be clear, realistic and well detailed and must demonstrate their potential to deliver high quality outputs and results;

**(c) European added value (20 points):** European added value of the proposed activities for 2015;

**(d) Cost-effectiveness (20 points):** financial quality of the proposal, including the existence of a clear, detailed, and reasonable budget, which is coherent with the proposed activities for 2015.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded proposals will be established based on the amount of budget available.

Proposals not attaining an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.

After the award decision has been adopted, the Commission will prepare the Specific Agreements for the selected applications (including dialogue with the Applicant concerning any necessary technical and financial adjustments).

Operating grants shall be governed by a written agreement (Specific Agreement for Operating Grants). The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation. The template for the Specific Agreement is published on the webpage of the call for proposals.

## 6. ADMINISTRATIVE AND FINANCIAL PROVISIONS GOVERNING THE 2015 OPERATING GRANTS<sup>27</sup>

### 6.1. Number of applications and grants per applicant

The applicant may submit only one application under this call for proposals.

Only one operating grant per beneficiary per financial year may be awarded from the budget of the European Union.

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<sup>27</sup> For more information, please refer to the Guide for Operating Grants to Framework Partners.



In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same activities or part of the activities or for its functioning during the same financial year as well as any other funding received or applied for the same period.

## **6.2. Start date and duration**

The grant will cover the costs for the applicant's financial year starting in 2015, i.e. its duration will be 12 months.

The start date of the grant will be the start date of the applicant's financial year.

## **6.3. Financial provisions**

The funding under this call is based on the co-financing principle: the grant cannot constitute more than 80% of the total eligible *Forecast Operating Budget* of the organisation. The applicant should ensure that the outstanding balance is covered from sources other than the EU budget (own resources of the applicant, contributions by donors, income generated by the activities). The budget must have revenue and expenditure in balance.

The EU funding will only contribute to those activities that are clearly identified in the application as being relevant and directly linked to the selected policy area of this call. This does not necessarily encompass all activities of the applicant. The applicant must indicate in *Annex 7 - Activities to be co-financed in 2015* those activities for which the co-funding is requested. This document will become part of the Specific Agreement if an operating grant is awarded to the applicant for its 2015 financial year.

In *Annex 8 – Budget Form for 2015* the applicant will have to present both a *Forecast Operating Budget* for the operating grant and its *Total Annual Budget*. The *Forecast Operating Budget* covers that part of the applicant's 2015 budget necessary for the implementation of those activities of the work programme for which funding is being requested and which are identified in *Annex 7 – Activities to be co-financed in 2015*. The *Total Annual Budget* reflects the full budget for the applicant's overall annual activities<sup>28</sup>.

Organisations awarded both an operating and an action grant covering an overlapping period must charge to the operating grant the general administrative expenditure incurred by the organisation (overheads). In these cases no overheads will be considered as eligible cost under the action grant. For more information, please refer to the Guide for Operating Grants to Framework Partners.

The operating grant can only co-finance the costs of the applicant and not of the member organisations of the network. Costs incurred by members of the network are therefore not eligible for funding, even if these relate to the activities to be funded. For more information, please refer to the Guide for Operating Grants to Framework Partners.

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<sup>28</sup> The *Total Annual Budget* may also include, in addition to the expenditure which is also contained in the *Forecast Operating Budget*, (1) expenditure to finance the activities for which funding is not being requested, (2) costs, which are necessary for the implementation of the other activities included in the organisation's work programme, but not relevant to the selected policy area of this call; (3) costs incurred while participating in projects financed by other EU programmes; (4) costs which are not eligible under the present call, including costs for activities carried out before the date of submission of the proposal.

### Contributions in kind

Contributions in kind mean the provision of goods or services to the applicant free of charge by a third party. As contributions in kind do not involve any expenditure for an applicant they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the activities includes contributions in kind, the contributions have to be made.

### Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the financed activities. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the applicant, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the applicant to carry out the activities. More details are provided in the Guide for Operating Grants to Framework Partners.

### Sub-contracting and implementing contracts

If the applicant has to conclude contracts with third parties in order to carry out a limited part of the activities, it shall justify this working method in the *Annex 7 - Activities to be co-financed in 2015* and duly respect the rules set out in the Guide for Operating Grants to Framework Partners, in the section on award of contracts. As a general rule, subcontracting shall be limited to 30% of the total eligible costs. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

### Financial support to third parties

Costs used by the applicant to award grants to other organisations under its own procedures and authority (Financial support to third parties) are not eligible under this call for proposals.

### Estimated budget

Before signature of a Specific Agreement, the estimated budget submitted by the applicant (Annex 8 – Budget Form for 2015) is subject to a review. If problems, such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs are identified, the Commission may request clarifications and/or may impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

If the amount of the grant is lower than the amount requested, it is the responsibility of the applicant to find the additional amount required to cover its co-financing share or to reduce the total cost of the activities.

## Certificate on the Final Financial Statement

At the time of presentation of the final report the applicant must provide a certificate on the financial statements. This certificate shall be commissioned by the applicant and the applicant may include the relevant costs when preparing *Annex 8 – Budget Form for 2015* (more specifically, the *Forecast Operating Budget*). More details are provided in the Guide for Operating Grants to Framework Partners.

## **7. KICK-OFF MEETING**

The Commission intends to organise a one-day "kick-off" meeting in Brussels for applicants awarded an operating grant for 2015. The meeting will focus on management, administrative and financial aspects as well as reporting obligations.

If necessary, applicants should include return travel to Brussels and subsistence costs for up to two representatives in their budget for 2015. A single overnight stay should be sufficient.

The meeting should be attended preferably by the persons responsible for the implementation of the activities and for the financial management of the grant.

## **8. PROCEDURE FOR SUBMISSION OF PROPOSALS**

### **8.1. Procedure for submission of applications**

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

Applicants first need to register and obtain a login and password to access the system. This should be done as soon as a decision is taken to participate in this call.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

Information and guidance on how to register and submit your application via PRIAMOS can be found on the following website:

[http://ec.europa.eu/justice/grants1/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants1/priamos/index_en.htm)

The Grant Application Form and its annexes may not be modified after the deadline for submission. The functions allowing the downloading of blank Grant Application Forms and the uploading of completed Application packages will be disabled at the deadline. However, applicants will be able to access the application they submitted at any time after the deadline.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable not to wait until the last moment to register on the system and submit your application. Applicants are advised to verify that their registration details in PRIAMOS are up-to-date. Contact details are uploaded directly into the application form and, in case of a successful application, used when preparing the Grant Agreements.

No extension of the deadline will be granted. No application will be accepted if the upload of the application package fails due to reasons which are beyond the Commission's control.

## **8.2. Grant Application Form**

The Applicant will be able to download the specific **Grant Application Form** mandatory for this call once it has registered in PRIAMOS.

### **IMPORTANT NOTE:**

Applicants should select the Grant Application Form that is relevant to the call for proposals under which they want to apply.

The reference in PRIAMOS for this call for proposals is:

**JUST/2014/SPOB/OG/NETW**

In the Grant Application Form, Applicants must select the policy area their proposal addresses from the drop-down menu.

If an application form is void of data other than that downloaded automatically from the registration details held in PRIAMOS, it shall be considered that no application has been made.

By submitting the Grant Application Form, applicants electronically sign declarations on their honour certifying that they are not in one of the situations referred to in Articles 106(1) and 107 to 109 of the Financial Regulation applicable to the general budget of the Union, that they fulfil the eligibility criteria and that they have the required the financial and operational capacity to carry out the proposed activities.

## **8.3. List of required annexes**

The mandatory templates for *Annex 1 - Action plan for 2015-2017*, *Annex 2 - Estimate budget for 2015-2017*, *Annex 7 – Activities to be co-financed in 2015* and *Annex 8 – Budget for 2015* will be available in PRIAMOS as attachments to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes.

The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a description of activities that is not presented on the set template or partly presented in a different document.

All the annexes must be attached to the Grant Application Form. An application is considered complete only if all the necessary annexes have been provided. If no annex is provided, the application will be rejected right away.

<b>ANNEXES</b>	
<b>Annexes for the three-year Framework Partnership Agreements</b>	
<p><b>Annex 1.</b> <b>Action plan for 2015-2017</b></p>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Operating Grants to Framework Partners.</p> <p>The template must be uploaded in the original Word format and should not be scanned before it is attached to the Grant Application Form.</p>
<p><b>Annex 2.</b> <b>Estimate budget for 2015-2017</b></p>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Operating Grants to Framework Partners.</p> <p>The template must be uploaded in the original Excel format and should not be scanned before it is attached to the Grant Application Form.</p>
<p><b>Annex 3.</b> <b>Documents showing the legal and fiscal registration of the applicant (and of the network, if applicable)</b></p>	<p>The following documents are required:</p> <ul style="list-style-type: none"> <li>• Certificate of legal registration of the applicant organisation.</li> <li>• Articles of Association or Statutes of the applicant organisation (and of the network, if applicable).</li> <li>• Fiscal registration showing the VAT number of the applicant organisation.</li> </ul> <p><u>No</u> mandatory template is imposed.</p> <p>These documents will be used to check the applicant's legal status and that it is properly constituted under the national law of one of the eligible countries. They will also be used to check if the network is formal, as required under section 4.2.2.a, and if its statutory aims fall under the selected policy area.</p> <p>Only official documents issued by the relevant national authorities (and not self-declarations) are accepted.</p> <p>There is no need to submit translation of documents drafted in an EU official language.</p>
<p><b>Annex 4.</b> <b>Profit and Loss accounts Balance Sheets</b></p> <p>+</p> <p><b>External audit report (if the grant request is above EUR 100.000 for any of the three years)</b></p>	<p><u>No</u> mandatory template is imposed.</p> <p>Applicants must submit:</p> <ul style="list-style-type: none"> <li>• The Profit and Loss account (mandatory)</li> <li>• the Balance Sheet (if available).</li> </ul> <p>Profit and loss accounts and balance sheets must be provided for financial years 2012 and 2013. These documents will be used to verify the applicant's financial capacity.</p> <p><b>If the grant requested for any of the three years exceeds EUR 100,000.00</b>, an audit report certifying the accounts for the last two closed financial year of the applicant, produced by an approved external auditor is mandatory. This audit report has to be submitted</p>

	<p>even in case the applicant is not obliged to prepare such report under the applicable national legislation.</p> <p>In case the applicant was established recently as a legal entity and thus has no closed financial year, please provide any document available that could help establish the financial capacity.</p>
<p><b>Annex 5.</b></p> <p><b>Annual Activity Report for the last available year</b></p>	<p><u>No</u> mandatory template is imposed.</p> <p>The Annual Activity Report shall describe the activities the network carried out during 2013. The report should be detailed enough to allow the verification of the network's aims and activities and its operational and professional capacity. If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.</p>
<p><b>Annex 6.</b></p> <p><b>Curriculum vitae</b></p>	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format<sup>29</sup>; however, organisations are free to submit these CVs in any other format.</p> <p>The team should be described and the key staff should be listed in the relevant section of Annex 1.</p> <p>In case no person is recruited for a key job at the stage of application, please provide the description of the profile or job description.</p>
<p><b>Annexes for the 2015 Operating Grant</b></p>	
<p><b>Annex 7.</b></p> <p><b>Activities to be co-financed in 2015</b></p>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Operating Grants to Framework Partners. The activities indicated here should correspond to those for which funding is requested in the <i>Forecast Operating Budget</i>.</p>
<p><b>Annex 8.</b></p> <p><b>Budget Form for 2015</b></p>	<p>The applicant must use the <u>mandatory template</u>, complete it in accordance with the instructions given in the Guide for Operating Grants to Framework Partners and fill out the worksheets: <i>ID Form</i>, <i>Forecast Operating Budget</i>, <i>Total Annual Budget</i>.</p> <p>The <i>Total Annual Budget</i> reflects the budget for the applicant's overall annual activities. The <i>Forecast Operating Budget</i> covers the part of the budget (running costs and other costs) necessary for the implementation of the activities for which co-funding is being requested.</p> <p>The <i>Forecast Operating Budget</i> will be different from the applicant's <i>Total Annual Budget</i> if the applicant's global activities have a wider scope or when the <i>Total Annual Budget</i> includes costs for activities carried out before the date of submission of the proposal.<sup>30</sup></p>

<sup>29</sup> The EUROPASS CV template can be downloaded at:  
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

<sup>30</sup> See also footnote 26.

	The figures contained in the <i>Forecast Operating Budget</i> must match those indicated in the <i>Grant Application Form</i> .
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If the documents requested as Annex 3, 4 or 5 are available on the applicant's website, a link to the documents can be provided, instead of the documents. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex [3/4/5]", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the applicant's website is not sufficient.

Additional information may be requested from applicants.

## 9. DEADLINE AND TIMETABLE

<p>The <b>deadline for submitting proposals</b> via the PRIAMOS system is</p> <p><b>14 November 2014, 12:00 (noon) Central European Time</b></p>
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The indicative timetable for the various stages of the procedure is:

	<b>Stages</b>	<b>Timing</b>
1	Publication of the call	September 2014
2	Deadline for submitting applications	<b>14 November 2014, 12:00 (noon) CET</b>
3	Information to all applicants on the results of the selection procedure	Indicative date: Q4 2014
4	Signature of Framework Partnership Agreements and Specific Agreements for Operating Grants for 2015	Indicative date: Q1 2015

## 10. CONTACTS AND FURTHER INFORMATION

The call's website:

[http://ec.europa.eu/justice/grants1/calls/just\\_2014\\_spob\\_og\\_netw\\_en.htm](http://ec.europa.eu/justice/grants1/calls/just_2014_spob_og_netw_en.htm)

Information regarding the electronic submission in PRIAMOS:

[http://ec.europa.eu/justice/grants1/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants1/priamos/index_en.htm)

Questions may be sent by e-mail to the following functional email address.

[JUST-OPERATING-GRANTS@ec.europa.eu](mailto:JUST-OPERATING-GRANTS@ec.europa.eu)

To ensure an efficient handling of any enquiry related to this call notice please indicate clearly the reference for this call.

Questions will be answered as soon as possible.

Applicants are advised to consult the call's website regularly. The Commission will publish at this website any additional information relevant to the call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

In accordance with the principle of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an Applicant or an activity or on the outcome of the call before the official publication of the results.

The Commission may contact the Applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form, and may request an answer within a short deadline. **Please make sure that the e-mail address in your Grant Application Form is correct and regularly checked.**

## **11. DATA PROTECTION**

The submission of an application under this call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the applicant be in one of the situations mentioned in:

- Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)),

or

- Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))