



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE

Directorate A  
**Unit A4 : Programme Management**

**SPECIFIC PROGRAMME "PROGRESS" (2007-2013)**  
**SECTION 5–GENDER EQUALITY**

**Support for national actions  
for equality between women and men,  
in particular in economic decision-making**

**RESTRICTED CALL FOR PROPOSALS FOR ACTION GRANTS**  
**JUST/2012/PROG/AG/GE**

**Deadline: 9 January 2013, 12:00 CET**

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## **1. INTRODUCTION**

### **1.1. The PROGRESS programme**

PROGRESS<sup>1</sup> is the EU employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda<sup>2</sup>, as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society.

To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present call for proposals is issued in the context of the implementation of the 2012 annual work programme of DG Justice covering section 4 and section 5 of the PROGRESS Programme, which can be consulted at:

[http://ec.europa.eu/justice/newsroom/files/progresswp\\_2012\\_en.pdf](http://ec.europa.eu/justice/newsroom/files/progresswp_2012_en.pdf)

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<sup>1</sup> Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006.

<sup>2</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

## **1.2. Gender Equality at EU level**

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 gender equality is crucial in helping the EU achieve its goal of smart, sustainable and inclusive growth. The European Union has various tools at its disposal for promoting equality between women and men: on the one hand, legislation, financial support and specific measures; on the other, gender mainstreaming in all policies.

The Strategy for equality between women and men for the period 2010-2015<sup>3</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. It emphasises the importance of the partnership with the Member States, as in many areas the centre of gravity for action lies at their level.

In the European Pact for Gender Equality,<sup>4</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>5</sup>. 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, promoting a better balance between work and private life for women and men throughout their lives and combating all forms of violence against women. They also encouraged Member States to take action to mainstream the gender perspective in all public activities.

## **2. SCOPE OF THE CALL**

### **2.1. Objectives of the call**

This call for proposals aims to support national actors in promoting equality between women and men, to improve gender mainstreaming in the policies and programmes of the PROGRESS participating countries<sup>6</sup>, and to achieve the objectives defined in the Commission's Strategy for equality between women and men and the European Pact for Gender Equality..

The funded projects will seek the integration of European goals of equality in national policies.

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<sup>3</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0491:FIN:EN:PDF>

<sup>4</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:155:0010:0013:EN:PDF>

<sup>5</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

<sup>6</sup> See below under 4.

## 2.2. Priority of the call

Although other themes of the Commission's Strategy for equality between women and men are not excluded, **funding under this call will be allocated in priority to proposals dealing with gender equality in economic decision-making.**

The balanced participation of women and men in decision-making is a fundamental element without which real equality between women and men cannot be achieved. The untapped economic potential of women is an essential resource for future growth in Europe and their full participation in decision-making in all sectors of the economy is fundamental.

The under-representation of women in economic decision-making is a structural and multifaceted problem. It needs to be tackled in all its aspects including a long-term political commitment, the establishment of comprehensive, reliable statistics, and regular monitoring. It is essential to establish a partnership with key players (governments, social partners, business associations, recruitment agencies, head-hunters, business schools and those involved in education and vocational training ...).

Balanced representation of women and men in decision-making positions receives substantial political support at European level.<sup>7</sup> The European Commission monitors and assesses progress, including collecting and disseminating comparable data at EU level through its database on women and men in decision-making.<sup>8</sup>

In order to accelerate progress, on 1 March 2011 the Vice-President of the European Commission, Viviane Reding, called on publicly listed companies to sign the 'Women on the Board Pledge for Europe' and to develop self-regulatory initiatives with the aim of achieving, by 2015, a 30% representation of women in the boardrooms of listed companies and 40% by 2020.<sup>9</sup> To date, only 24 companies within the EU have signed the declaration and pledged to achieve quantitative targets.

On 5 March 2012, Vice-President Reding presented a progress report on women in economic decision-making within the EU<sup>10</sup>. This report shows that progress remains very limited. In January 2012, the average number of female members in the highest decision-making bodies of the major listed companies in the EU was 13.7 %, as against 11.8% in 2010. In January 2012, moreover, only 3.2% of presidents were female, down from 3.4% in 2010.

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<sup>7</sup> Council Recommendation 96/694/EC of 2 December 1996 on the balanced participation of women and men in decision-making, Official Journal No.L 319, 12/10/1996 p. 11.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:1996:319:0011:0015:EN:PDF>

The Women's Charter adopted by the European Commission in March 2010 and the EU Strategy for equality between women and men (2010-2015) reiterated the Commission's commitment to work towards increasing the percentage of women in senior positions.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0491:FIN:EN:PDF>

European Parliament resolution of 6 July 2011 on women and business leadership.

<http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-%2f%2fEP%2f%2fNONSGML%2bTA%2bP7-TA-2011-0330%2b0%2bDOC%2bPDF%2bV0%2f%2fEN>

<sup>8</sup> [http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index\\_en.htm](http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index_en.htm).

<sup>9</sup> [http://ec.europa.eu/commission\\_2010-2014/reding/multimedia/news/2011/03/20110301\\_en.htm](http://ec.europa.eu/commission_2010-2014/reding/multimedia/news/2011/03/20110301_en.htm).

<sup>10</sup> [http://ec.europa.eu/justice/newsroom/gender-equality/opinion/files/120528/women\\_on\\_board\\_progress\\_report\\_en.pdf](http://ec.europa.eu/justice/newsroom/gender-equality/opinion/files/120528/women_on_board_progress_report_en.pdf).

The European Commission also launched a public consultation on 5 March 2012 to help assess the impact of possible EU measures, including legislative initiatives to improve the situation. Based on the results of this consultation, the Commission will decide on possible measures at EU level.

To support this process and help improve the situation quickly, the European Commission aims to provide under this call for proposals financial support to PROGRESS participating countries so that they implement concrete measures **to promote balanced representation of women and men in positions of management and leadership at the various levels of the hierarchy in private and public companies in all sectors.**

### 2.3. Type of activities

The actions to be funded under this call for proposals may include the following activities:

- developing and/or identifying and/or disseminating strategies, mechanisms and tools (databases, etc...) to promote the balanced participation of women and men in the areas mentioned above;
- improving the knowledge on the gender dimension in business leadership in particular through studies;
- exchanging experiences and good practice, promoting networking among key actors at national and European level;
- encouraging the private sector to strengthen the presence of women at all decision-making levels of companies, including the adoption of equality plans and measures to promote mentoring, coaching, networking and 'role models';
- raising awareness and encouraging women to advance their careers and to become candidates for positions of responsibility in decision-making bodies;
- developing, launching and promoting public campaigns to raise awareness among the social partners, companies and citizens of the benefits for the entire society of balanced participation of women and men in decision-making (economic and business case).

This call for proposals may provide funding for national and/or transnational actions.

Activities already funded or eligible for funding under other EU funds (e.g. ESF<sup>11</sup>) cannot be funded under this call for proposals.

Applicants are encouraged to consult the results of projects that were funded in the past<sup>12</sup> and existing good practice.<sup>13</sup>

### 2.4. Duration of the activities

**The activities shall have a maximum initial duration of 24 months. Project activities should begin in 2013.**

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<sup>11</sup> Vocational training in particular may be funded by the ESF.

<sup>12</sup> <http://ec.europa.eu/social/BlobServlet?docId=2057&langId=en>

<sup>13</sup> [http://ec.europa.eu/justice/gender-equality/tools/good-practices/review-seminars/decision\\_making\\_en.htm](http://ec.europa.eu/justice/gender-equality/tools/good-practices/review-seminars/decision_making_en.htm)

As a general rule, selected projects will start once the Grant Agreement is signed by both parties or on an agreed specific date given in the Grant Agreement. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant is awarded. In any case the starting date of the project cannot be set before the deadline of the call.

Expenditure is eligible from the starting date of the project. Any costs incurred before that date are not eligible.

### **3. BUDGET AND FINANCIAL PROVISIONS**

The indicative available funding for this call for proposals is **€ 2 600 000**.

Each participating country can submit one application as main applicant/beneficiary. Additionally, organisations from any participating country may participate with no limitation as partners/co-beneficiaries or associate partners in any application under this call<sup>14</sup>.

The requested grant should **not be higher than € 260 000**. Priority for funding will be given to proposals requesting grants of at least € 100 000, but those requesting smaller amounts will not be excluded if their impact is significant.

The maximum EU contribution to any application may not exceed 80% of the action's total eligible costs. The beneficiaries must ensure co-financing for the remaining 20%. Contributions in kind are not accepted as part of co-financing.

The Commission, if it deems necessary, can make reductions to the budget proposed for certain actions.

### **4. CONDITIONS FOR PARTICIPATION – WHO MAY APPLY**

This call is only addressed to specific national authorities of the PROGRESS participating countries. The applicant/beneficiary must be:

- the national ministry in charge of the policy on equality between women and men in one of the PROGRESS participating countries; OR
- the body responsible for gender equality at national level (Equality Body according to Directive 2002/73/EC) in one of the PROGRESS participating countries and mandated by the national ministry in charge of the policy on equality between women and men; OR
- another national authority in one of the PROGRESS participating countries.

Priority will be given to the national ministry in charge of the equality between women and men policy (or to the *mandated* body responsible for gender equality at national level). But if this ministry chooses not to submit a proposal and not to mandate the body responsible for gender equality at national level, the application can be submitted by another national authority.

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<sup>14</sup> For more information please see the relevant section in the Guide for Applicants.

### **IMPORTANT NOTE**

The PROGRESS participating countries are the 27 EU Member States, the EFTA-EEA countries (Iceland, Lichtenstein, Norway), and the candidate and potential candidate countries participating in PROGRESS (Croatia, the Former Yugoslav Republic of Macedonia, Serbia and Turkey).

Countries in which the representation of women and men in economic life is highly unbalanced are strongly encouraged to respond to this call.<sup>15</sup>

The activities can be carried out either by the applicant alone or with the involvement of other **partner organisations**. The role and responsibility of the partners in the action should be clearly defined in the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS).

The applicants **are strongly encouraged to involve key players in the field at national and/or European level as partners in their action.**

The partners/co-beneficiaries must:

- have their own legal status and be registered in one of the PROGRESS participating countries at the time of the submission of the application under the call; AND
- be non-profit bodies or organisations.

### **IMPORTANT NOTE**

If the applicant decides to include partners in its activity, then – if the project is selected for funding – a multi-beneficiary grant agreement will be signed. Both the applicant and the partners form parties to the multi-beneficiary grant agreement and they share contractual and financial responsibility towards the Commission for the proper and timely implementation of all activities foreseen in the project. The costs partners incur are eligible in the same way as those incurred by the applicant. However, the applicant will be the sole contact point for the Commission and it will be the applicant's obligation to ensure proper coordination of the partners and of the activities.

There is no limitation in the number of partners that can be included in a partnership, but the Commission strongly advises the applicants to limit the number of partners to those necessary for the implementation of the activities, taking into account the duration of the action and the available funding.

If the applicant will have to **conclude contracts with third parties** in order to carry out a limited part of the activities, it shall justify this working method under point 12 of the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS) and duly respect the subcontracting rules in the guide for applicants attached to this call for proposals.

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<sup>15</sup> [http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index\\_en.htm](http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index_en.htm).



Actions through which the beneficiaries **use the budget of the project to award grants to other organisations** or persons under their own procedures and authority (financial support to third parties) cannot be financed under this call for proposals.

## **5. EVALUATION CRITERIA**

The submitted proposals will be evaluated solely against exclusion, eligibility, selection and award criteria.

### **5.1. Exclusion Criteria**

The applicant and partners must certify that they are not in one of the situations listed in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation<sup>16</sup>. A full list of these circumstances is included in the Application Form and in the Partner Declaration Form.

### **5.2. Eligibility Criteria**

Proposals will be declared ineligible if they do not respect one or more of the following criteria. If a proposal is declared ineligible, it will not be considered for further evaluation.

- 1) The grant application must be submitted through PRIAMOS no later than the deadline set in the call for proposals (**9 January 2013, 12:00 CET**).
- 2) The proposal may not benefit from other EU funding.
- 3) Projects cannot have already been completed nor started prior to the deadline of the call.
- 4) The applicant/beneficiary must be:
  - the national ministry in charge of the policy on equality between women and men in one of the PROGRESS participating countries; OR
  - the body responsible for gender equality at national level (Equality Body according to Directive 2002/73/EC) in one of the PROGRESS participating countries and mandated by the national ministry in charge of the policy on equality between women and men; OR
  - another national authority in one of the PROGRESS participating countries.
- 5) The partners/co-beneficiaries must:
  - have their own legal status and be registered in one of the PROGRESS participating countries at the time of the submission of the application under the call; AND
  - be non-profit bodies or organisations.
- 6) Each participating country can submit only one application as main applicant/beneficiary. In case of multiple applications submitted by organisations from

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<sup>16</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities  
[http://ec.europa.eu/budget/library/biblio/documents/regulations/syn\\_pub\\_rf\\_modex\\_en.pdf](http://ec.europa.eu/budget/library/biblio/documents/regulations/syn_pub_rf_modex_en.pdf)

the same member state, the eligible proposal will be determined on the basis of the following priority list:

1. the national ministry in charge of the policy on equality between women and men in one of the PROGRESS participating countries;
  2. the body responsible for gender equality at national level (Equality Body according to Directive 2002/73/EC) in one of the PROGRESS participating countries, only if it is mandated by the national ministry in charge of the policy on equality between women and men;
  3. another national authority in one of the PROGRESS participating countries.
- 7) The amount of Union funding requested cannot exceed 80% of the total eligible costs of the project. The 20% co-financing borne by the applicant and/or the partners and/or other donors should be indicated in the application form and the appropriate annexes, but also in the budget which must be balanced.

#### **IMPORTANT NOTE**

Once the eligibility verification procedure is completed, the Commission will inform rejected applicants of the reasons for non eligibility of their proposals.

### **5.3. Selection criteria**

Only organisations with the necessary operational and financial capacity may be awarded a grant.

#### ***Operational capacity to complete the proposed action:***

- The applicant/beneficiary and partners/co-beneficiaries must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it.
- The applicant/beneficiary must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

This will be assessed on the basis of the CVs of staff involved in the action, of the organisation chart and of the annual technical/narrative report (if applicable).

#### ***Financial capacity to carry out the action:***

The financial capacity will not be assessed for public bodies.

If the applicant is not a public body, the following criterion must be fulfilled:

- Access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.

This will be assessed on the basis of the applicant's balance sheets and profit and loss accounts for the last two available years.

## 5.4. Award criteria

The applications will be assessed against the following criteria:

- a) Relevance and degree to which the proposed activities meet the purpose of the call for proposals as detailed in section 2 of the call. Clarity of the presentation of the background, aims and expected results of the project. Innovative nature of the proposed activities (25 points);
- b) Identification of the needs of the key players and definition of a clear and appropriate strategy to meet these needs and achieve the project objectives. Relevance of the activities proposed to achieve the project objectives and to ensure effective gender mainstreaming all along the implementation (20 points);
- c) Scope and effectiveness of dissemination methods (15 points);
- d) Clarity and feasibility of the work programme, including distribution of tasks, timetable, and methodology (15 points);
- e) Quality of the mechanisms for on-going monitoring and final evaluation (10 points);
- f) Cost-efficiency ratio and financial feasibility of the action proposed by means of a realistic and reasonable budget (15 points).

### **IMPORTANT NOTE**

**Proposals that do not attain an overall score of 60 points shall not be considered for the award of a grant.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission decision, the Commission will inform each applicant of the final decision taken and of the next steps.

## **6. APPLICATION DOCUMENTS TO BE SUBMITTED**

The applicant must attach to the Grant Application Form the following annexes. Once all annexes are attached and the Grant Application Form is duly completed, the applicant must connect to the PRIAMOS and upload the Grant Application Form.

The Grant Application Form must be uploaded in PRIAMOS before the deadline.

The applicants must use the templates provided by the Commission for submitting the following annexes:

- Annex 1. Project Description and Implementation Form;
- Annex 2. Budget Form;
- Annex 3. Partner Declaration Form (includes declaration on exclusion criteria) (if relevant);
- Annex 4. Co-financing Declaration Form by other donors (if relevant);

### **IMPORTANT NOTE**

Please note that the Partner Declaration Form and the Co-financing Declaration Form must be duly dated, signed and scanned before they are attached to the Grant Application Form.

In addition, applicants must submit the following supporting documents using their own format:

- Annex 5. Curriculum vitae of key staff involved in the action<sup>17</sup>;
- Annex 6. Official annual financial statements (balance sheet and/or profit and loss account) for the past 2 years available that demonstrate the applicant's financial capacity;
- Annex 7. Evidence of the applicant's legal status: articles of association or statutes, proof of legal registration, VAT registration;
- Annex 8. Last available annual technical/narrative report of the applicant and of the partner(s), describing the activities of the organisation during the last available year;
- Annex 9. Organisation charts of the applicant and of the partner(s) showing the structure of the organisation.
- Annex 10. Mandate (dated, signed and scanned before it is attached to the Grant Application Form) from the national authority in charge of the policy on equality between women and men. This document is requested only if the applicant is the body responsible for gender equality at national level.

### **IMPORTANT NOTES**

Public bodies do not have to submit annexes 6, 7, 8 and 9.

If the application is submitted by a public body and includes private body(ies) as partner(s), Annexes 8 and 9 have to be submitted by the partner(s).

## **7. DEADLINE FOR SUBMITTING APPLICATIONS**

Applications must be completed and submitted via PRIAMOS by:

**9 January 2013, 12:00 CET**

### **IMPORTANT NOTE**

Please note that, although the PRIAMOS system is able to handle a high number 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.

<sup>17</sup> The Commission strongly suggests that these are presented in the EUROPASS CV format:  
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

## **8. GUIDE FOR APPLICANTS**

Please read the Guide for applicants carefully, as it contains all details required for applying. It is considered as an integral part of the conditions of this call for proposals.

## **9. HELPDESK**

Questions regarding this call for proposals may be sent by e-mail to the address below:  
[JUST-PROGRESS@ec.europa.eu](mailto:JUST-PROGRESS@ec.europa.eu)

Questions regarding registration and application via PRIAMOS may be sent to:  
[HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu)

Please consult also the PRIAMOS self-learning materials:  
[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the call before the official publication of results.

## **10. INDICATIVE TIMETABLE**

Publication of the call for proposals	<b>October 2012</b>
Deadline of the call for proposals	<b>9 January 2013 12:00 CET</b>
Information to ineligible applicants	<b>First quarter 2013</b>
Information to the selected applicants	<b>Second quarter of 2013</b>
Finalisation and signature of grant agreements	<b>Second quarter of 2013</b>

## **11. ADDITIONAL CONDITIONS FOR THE IMPLEMENTATION OF SELECTED ACTIONS**

The applicants are invited to take note of the following implementation requirements, which have to be respected by all actions selected for funding under the PROGRESS Programme. While planning their action and preparing their application, the applicants should take into account the following requirements and demonstrate in their proposal how these requirements will be respected at implementation stage.

### **11.1. Requirements on how the activities shall be carried out**

The PROGRESS Programme aims to promote **gender mainstreaming** in all its five policy sections and supported activities. Consequently, the applicant shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;

- Implementation of proposed activities includes a gender perspective informed by a systematic consideration of the gender dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, **the needs of disabled people** shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the applicant organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided. Extra costs associated with the participation of people with disabilities are eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

Finally, the Commission encourages the applicants to promote **equal employment opportunities** for all its staff and team. This entails that the beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

## **11.2. Communication and dissemination plan**

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

At final report stage, the beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

## **11.3. Publicity and Information Requirements**

In accordance with the General conditions of the Grant Agreement to be signed with the Commission, all beneficiaries are under the obligation to acknowledge that their funded activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme PROGRESS, the following formulation shall be used:

*This (publication, conference, training session etc) is supported by the European Union Programme PROGRESS (2007-2013).*

*This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.*

*The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.*

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: *"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"*.

With regard to publication and any communication plan linked to the present activity, the beneficiary will insert the European Union logo and mention the European Commission's support in every publication or related material developed under the present grant agreement.

#### **11.4. Reporting Requirements**

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex I the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/progress> .

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

#### **11.5. Information on Partners**

In order to increase the visibility of partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the Partner Declaration Forms sent to the Commission with the application form.

## **11.6. Dissemination of the project results**

To exploit and build on the results of the various projects implemented under this call and to promote exchanges at European level, beneficiaries may be invited by the European Commission to:

- come and present the results of their project. Costs that may arise from doing so will not be borne by the beneficiary and therefore should not be included in the proposal;
- send two set of outputs to the European Institute for Gender Equality (EIGE).



# ANNEX I - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

## PROGRESS Ultimate Outcome

*Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda*

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

### Legal Regime

#### Outcome:

*Compliance in Member States with EU law related to PROGRESS areas.*

#### Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

### Shared Understanding

#### Outcome:

*Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.*

#### Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas.

### Strong Partnerships

#### Outcome:

*Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.*

#### Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach