



Consumer Programme

Guide for applicants

General product safety (GPSD) joint actions

CHAFEA/2016/CP/GPSD-JA

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EUROPEAN COMMISSION
CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY
Consumers and Food Safety
Consumers

**FINANCIAL CONTRIBUTIONS TO SPECIFIC JOINT COOPERATION
ACTIONS IN THE AREA OF THE SAFETY OF NON-FOOD CONSUMER
PRODUCTS AND SERVICES UNDER DIRECTIVE 2001/95/EC ON
GPSD (GENERAL PRODUCT SAFETY NON-FOOD)**

**Cooperation between national authorities responsible for the
assessment, market surveillance and enforcement of the safety of non-
food consumer products and services**

CALL FOR PROPOSALS N° CHAFEA/2016/CP/GPSD-JA

GUIDE FOR APPLICANTS

Objective I Action 2 of Regulation (EU) No 254/2014 of the European Parliament and of the Council on a multiannual Consumer Programme for the years 2014-2020

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GLOSSARY

The Work Programme is the annual work programme drafted by the European Commission to implement the programme of Community action in the field of consumer policy (2014-2020). ('the Programme'), European Commission Implementation Decision C (2015)8386 of 02/12/2015).

The **Consumers, Health, Agriculture and Food Executive Agency (Chafea)**, manages the technical and financial implementation of the EU Health Programme, the Consumer Programme, the Better Training for Safer Food initiative and the AGRI promotion actions provided for in Regulation.

A **beneficiary** is an organisation that receives EU co-funding following successful application in one of the EU's funding programmes and the signature of the related grant agreement (during the application process reference is made to the "applicant(s)").

A **multi-beneficiary grant agreement (MGA)** is a binding written agreement signed by the parties: Chafea (acting under powers delegated to it by the European Commission) and the beneficiary organisations, i.e. the recipients of the EU co-funding. By signing the agreement, the beneficiary organisations accept the grant and agree to implement the action under their responsibility and in accordance with the agreement with all the obligations and conditions that the latter sets out.

The Participant Portal (PP) is the website hosting the information about funding for several EU programmes including the Health and Consumers Programmes and the Horizon 2020 programmes

The ECAS account is the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission.

The Beneficiary Register is the European Commission's online register of the beneficiaries participating in the Health and Consumers Programmes and in Horizon 2020 programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

The Participant Identification Code (PIC number) is a 9-digit participant identification code, received upon completing the registration of the entity online.

The LEAR (Legal Entity Appointed Representative) is the appointed representative within the beneficiary organisation. He/she is authorized to sign the grant agreement and action's documents on behalf of the organisation.

PREFACE

Dear Applicant,

The present Guide for Applicants ('the Guide') is designed as the main reference document to help you prepare the proposal. It provides all the necessary information for preparing and submitting your application and answer questions you may have in this process. Please note that this Guide does not supersede the rules and conditions laid out in the following documents which should be consulted in case of doubt:

- 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 and repealing Council Regulation (EC, Euratom) no 1605/2002, as amended, hereafter referred to in this document as the [*Financial Regulation*](#);
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, as amended, hereafter referred to in this document as the [*Rules of Application of the Financial Regulation*](#);
- Regulation (EU) No 254/2014 of the European Parliament and of the Council of 26 February 2014 on a Multiannual Consumer Programme for the years 2014-20 and repealing Decision No 1926/2006/EC, hereafter referred to in this document as the [*Consumer Programme*](#).
- Commission Implementing Decision published on 2 December 2015 concerning the adoption of the Work Programme for 2016 and the financing for the implementation of the Multiannual Consumer Programme (2014-2020), hereafter referred to in this document as the [*Work Programme 2016*](#);
- Call for proposals for JA GPSD 2016 under the Consumer Programme, hereafter referred to in this document as the [*Call for proposals*](#);
- The multi-beneficiary action model grant agreement, hereafter referred to in this Guide as the [*Model grant agreement*](#).

This Guide consists of three main sections (A, B, and C).

Section A: Legal framework and participants

This section describes the legal terms and general conditions for participating in this call for proposals for joint actions.

Section B: Submission of proposals

This section describes the entire process of submission of proposals and has two sub-sections:

The first sub-section refers to the necessary preparatory steps. This includes: (1) reference to the background documents that you need to consult prior to preparing a project proposal; (2) instructions on the process for creating a user account or an ECAS account (more on the ECAS account is presented in the IT Help Guide for

the submission of proposals, Chapter 2); (3) the registration of the applicant organisation at the European Commission's Beneficiary Register.

The second sub-section guides you through the different steps of the application process itself: it covers the registration process for the participating legal entities and the actual submission process itself, namely completing the so-called Part A (administrative information and budget of the proposal) and Part B (technical and financial content) of the Electronic Submission System.

Section C: Evaluation process of the applications

This section describes the evaluation process and criteria when reviewing and evaluating the submitted proposals. It also provides information on the evaluation outcomes issues, as well as the process following a recommendation for funding.

In case of further questions the following options are at your disposal:

- For information on how to register or related enquiries please look on the Participant Portal:
<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>
- IT helpdesk – you can contact the Participant Portal IT helpdesk for questions only related to the online submission tool such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc. Requests must be submitted via the Research Enquiry Service, by completing the form available at <http://ec.europa.eu/research/index.cfm?pg=enquiries>.
- For non-IT related questions, the Chafea Helpdesk is available via email: CHAFEA-CP-CALLS@ec.europa.eu. This helpdesk is open on weekdays between 9:30 – 12:00 and 14:00 – 17:00. The helpdesk is unavailable on weekends and [public holidays](#).

Please do not contact the Chafea Helpdesk before having tried to find the information in the documentation that is provided to you. Please ensure you have exhausted all the options before contacting the Chafea Helpdesk.

This Guide is updated annually on the basis of suggestions to make it as user-friendly as possible. Should you have any suggestions or comments on how to improve this Guide for next year's call, please send us an email to the Helpdesk at CHAFEA-CP-CALLS@ec.europa.eu.

Finally, please be aware that submitting your proposal can take some time even if you have all the necessary information ready at hand. Do not wait until the deadline to start the online submission process. We strongly advise you to complete your proposal sufficiently in advance so as to avoid any last minute problems.

Your Chafea Consumer Unit Team

A. Legal framework and participants

1 THE CONSUMER PROGRAMME 2014-2020

On 26 February 2014, the European Parliament and the Council adopted a Regulation establishing a programme of Community action in the field of consumer policy (2014-2020)¹. The Consumer Programme is intended to complement, support and monitor the policies of the Member States and to contribute to the protection of the health, safety, economic and legal interests of consumers, as well as to promote the right to information, education and organisation of consumers in order to safeguard their interests, supporting the integration of such consumer interests into other policy areas.

The Consumer Programme will focus on four key areas:

- a single market of safe products to the benefit of citizens and in the interest of competitive businesses and traders;
- a single market where citizens are well represented by effective consumer organisations with the capacity to meet the challenges of today's economic environment;
- facilitation of access to redress mechanisms in case of problems without needing to resort to court procedures which are lengthy and costly both for consumers and the public purse. Easier redress will give consumers more confidence to participate in the market and contribute to growth;
- a concrete and effective collaboration between national bodies to support the enforcement of consumer rights and provide the consumers with advice.

The present call for proposals

The present call for proposals relates to the financing mechanisms for specific joint actions between national authorities responsible for the enforcement of consumer protection laws, in the framework of objective I Action 2 of the Consumer Programme 2014-2020: *"Coordination of market surveillance and enforcement actions on product safety with regard to Directive 2001/95/EC, and actions to improve consumer services safety"*.

In particular, the present call relates **to specific joint actions in the area of the safety of non-food consumer products and services, under Directive 2001/95/EC.**

The proposed joint actions should improve the effective application of Directive 2001/95/EC on General Product Safety (GPSD) through co-operation between national authorities responsible for the assessment, market surveillance and enforcement of the safety of non-food consumer products and services.

The eligible activities, the exclusion, eligibility, selection, and award criteria for funding, the financial provisions and the procedure to apply are described hereafter.

¹ Regulation (EU) No 254/2014 of the European Parliament and of the Council of 26 February 2014 on a multiannual consumer programme for the years 2014-20 and repealing Decision No 1926/2006/EC. <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0254&from=EN>

2 EU FINANCIAL CONTRIBUTION

EU co-financing for projects is calculated on the basis of eligible costs incurred. The maximum rate of EU co-financing is 50%. However, this may go up to 70% in cases of actions meeting the criteria of exceptional utility.

Note:

There is obligation for each applicant to contribute equally to the action's budget. The minimum required percentage of own funding applies therefore at the beneficiary level.

Financial contributions of up to 50% are permitted for joint actions with the application of bodies from at least 5 Member States.

The effective implementation of the General Product Safety Directive will be reinforced if a large number of eligible bodies from different Member States are involved in the action. Actions which involve a large number of Member States are considered of **exceptional utility**.

Therefore, financial contributions of more than 50% and up to 70% are permitted for joint actions which involve at least ten Member States and EFTA/EEA countries taking part in the European network of Member States' competent authorities for product safety referred to in Article 10 of Directive 2001/95/EC, or contribute to the implementation of market surveillance activities in the field of consumer product safety that have been provided for in a Union legal act.

Given the complementary and motivational nature of EU grants, projects are financed under the shared cost principle². If the amount granted is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the project without diluting either the objectives or the content.

Section 2.1.1 of the Work Programme sets out the priority areas, objectives and expected results for this joint actions call for proposals for projects. Only project proposals which directly correspond to the topic described will be considered for funding.

3 ADMISSIBILITY REQUIREMENTS

- Applications must be submitted online via the [participant portal](#).
- Applications must be fully submitted before the closing date (the deadline) (see section 3 above). Any application which the electronic submission system records as belatedly submitted will be considered as non-admissible.
- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

In principle, project proposal applications may be submitted in any official language of the European Union. However, if the technical part (part B) of the application is written in another EU official language, it should also include translation into English in order to facilitate assessment by the evaluators.

² Art. 125 of the Financial Regulation and Art. 183 of the Rules of Application.

4 ELIGIBLE APPLICANTS

The eligibility criteria are laid down in the Work Programme as well as in point 6 of the Calls for proposals 2016.

The following main elements are especially drawn to the attention of applicants:

- Only legal persons or entities which have legal personality under the applicable national law (provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons) are eligible as applicants. The application shall state the legal status of the applicant.
- All entities established in one of the EU Member States of the European Union are eligible for this call. The call is also open to the countries of the European Free Trade Association participating in the European Economic Area (EFTA/EEA countries), in accordance with the conditions established in the Agreement on the European Economic Area.

5 ROLE AND RESPONSIBILITY OF BENEFICIARIES

Roles and responsibilities towards the Agency

If a proposal is successful and a grant agreement is signed between the applicants and the Agency, the terminology is changed from "applicant" to "beneficiary".

The beneficiaries have full responsibility for implementing the action and complying with the Multi-Beneficiary Grant Agreement (MGA).

The beneficiaries are jointly and severally liable for the technical implementation of the action as described in the proposal, which will become Annex 1 to the grant agreement, if the project is selected for co-funding.

If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part (without being entitled to any additional EU funding for doing so), unless the Agency expressly relieves them of this obligation.

The financial responsibility of each beneficiary is governed by Articles 28, 29 and 30 of the MGA.

Different entities can be involved in a project. These categories are as follows:

- Coordinator;

The coordinator must:

- Monitor that the action is implemented properly (see Article 7 MGA);

- Act as the intermediary for all communications between the beneficiaries and the Agency (in particular, providing the Agency with the information described in Article 12 of MGA), unless the MGA specifies otherwise;
- Request and review any documents or information required by the Agency and verify their completeness and correctness before passing them on to the Agency;
- Submit the deliverables and reports to the Agency (see Articles 14 and 15 of MGA);
- Ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 16 of MGA);
- Provide a pre-financing guarantee if requested by the Agency (see Article 16.2);
- Inform the Agency of the amounts paid to each beneficiary, when required in the MGA (see Articles 28 and 34) or requested by the Agency.

Note:

The coordinator may not delegate the above-mentioned tasks to any other beneficiary or subcontract them to any third party.

- Other beneficiaries;

Each beneficiary must:

- Keep information stored in the Beneficiary Register (in the electronic exchange system) up to date (see Article 12 of MGA);
- Inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 12 of MGA);
- Submit to the coordinator in good time:
 - Individual financial statements for itself and its affiliated entities (if applicable) and, if required, certificates on the financial statements (see Article 15 of MGA);
 - The data needed to draw up the technical reports (see Article 15 of MGA);
 - Any other document(s) or information required by the Agency or the Commission under the MGA, unless the MGA requires the beneficiary to submit this information directly to the Agency or the Commission.

- Subcontractor(s);

- Subcontractors are not part of the grant agreement. They do not have a contractual relationship with the Agency.
- If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain tasks of the co-financed action as

described in the proposal (the latter will become Annex 1 to the grant agreement, if the project is selected for co-funding). The subcontracting cost must be listed in the budget (please also see article 10 of the MGA).

Note:

Subcontracting may cover only a limited part of the action.

- The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests (see Article 20 of MGA).
- Collaborating stakeholders;
 - The collaborating stakeholders may significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union.
 - They have no contractual relationship with the Executive Agency, nor do they receive any EU funding.
 - Note that it is not mandatory to involve collaborating stakeholders entities in your project.
- Affiliated entities.

Affiliated entities have to comply with the exclusion and eligibility criteria. While they do not sign the grant agreement, they can actively contribute to the implementation of the action. The names of the affiliated entities participating in the implementation of the action should be listed in the grant agreement (Article 11) and tasks attributed to them described in Annex I. They may declare as eligible the costs they incur in accordance of Article 6.3.

There are two options how entities can be affiliated to each other:

1. Several entities together form one entity, possibly specifically established for the purpose of implementing the action. They will be treated as one entity.
2. A beneficiary has entities with legal or capital links. These links are not limited to the action nor established just to implement it.

Please also refer to Article 122 of the [Financial Regulation](#).

Note:

In respect of equal treatment, the partnership cannot change after the submission of a project proposal.

6 FINANCIAL ASPECTS

Applicants need to conform to the principles and rules as set out by the EU Financial Regulation, i.e. the financial rules applicable to the general budget of the Union and the related rules of application of the Financial Regulation and most importantly provisions under Title VI (Grants).

This section provides information on the general aspects of financial management of a grant in order to have a better understanding of the principles and rules that need to be taken into account within the context of preparing and submitting your application.

6.1 General principles of EU co-funding

Grants awarded under the EU Consumer Programme must comply with the following principles:

- Principle of non-cumulative award

An action may only receive one grant from the EU budget.

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 action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

- Principle of non-retroactivity

No grant may be awarded retrospectively for actions already completed.

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 agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

- Principle of co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

a) No-profit principle

Grants shall not have the purpose or effect of producing profit. Profit is defined as surplus of the receipts over eligible costs incurred by the beneficiary at the time of payment request.

6.2 Planning the budget of the action

5.2.1 Form of the grant

The grant is a partial **reimbursement** of the action's total **eligible costs** at the reimbursement rate defined under point 2 of the present guide ("EU Financial Contribution"). The grant is, therefore, expressed both as a maximum amount and also as a pre-defined percentage of the eligible costs.

In other words, the **grant has double ceiling**: the maximum amount and the reimbursement rate applied on the total eligible cost. These key data will be set in the grant agreement; please refer to Article 5 of the Model Grant Agreement.

5.2.2 Definition of eligible costs

Eligible costs must meet the following **cumulative** criteria:

- they must be **actually incurred by the beneficiary**;
- they must **be incurred within the period of the action** set in the grant agreement (with the exception of costs relating to the submission of the final report;
- they must be **indicated in the estimated budget**;
- they must be **incurred in connection with the action** and necessary for its implementation;
- they must be **identifiable and verifiable**, in particular **recorded in the beneficiary's accounts** in accordance with the accounting standards applicable in the country where the beneficiary is established and **with the beneficiary's usual cost accounting practices**;
- they must **comply with the applicable national law** on taxes, labour and social security, and
- they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

6.2.3 Description of cost types

Costs of the action must be established in the following cost categories – please also consult article 6.2 of the MGA for detailed description.

Note:

Costs of affiliated entities must be also estimated by the applicant they are linked to. Please also refer to article 6 of the Model Grant Agreement.

Personnel costs

Personnel costs are eligible if they are related to personnel working for the beneficiary under an ***employment contract*** (or equivalent appointing act) and ***assigned to the implementation of the action***.

In addition, the following costs can also be recognised as personnel cost:

- The ***costs for natural persons*** working under a ***direct contract with the beneficiary other than an employment contract***, if certain conditions apply;
- Cost of ***personnel seconded by a third party against payment*** if costs are incurred by the beneficiary.

Please refer to Art. 6.2. of the Model Grant Agreement for a detailed presentation of the conditions that need to be fulfilled.

In line with the Financial Regulation the salary costs of **public officials** will be considered as direct cost of the beneficiary to the extent that they relate to the cost of activities which the relevant public authority as beneficiary would not carry out if the project concerned was not undertaken.

Cost of Subcontracting

Direct costs of subcontracting (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiaries that are not public bodies acting as public authority are eligible if the conditions of Article 10.1.1 are met:

If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain action tasks. The tasks to be implemented and the estimated cost for each subcontract must be set out in ***the Technical Proposal of Part B of the application*** and the total estimated costs of subcontracting per beneficiary must be set out in the detailed budget.

Subcontracting may cover ***only a limited part*** of the action.

The beneficiaries must award the subcontracts ensuring the ***best value for money*** or, if appropriate, the lowest price. In doing so, they must ***avoid any conflict of interests***.

For public bodies: entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU or contracting entities in the meaning of Directive 2014/23/EU shall abide by the applicable national public procurement rules.

Other direct costs

The following cost types may also be included in eligible costs:

Travel costs and related subsistence allowances are eligible if they are ***in line with the beneficiary's usual practices on travel***.

Equipment.—The portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of the action. The depreciation costs of equipment, infrastructure or other assets (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were

purchased in accordance with Article 9.1.(*Rules for purchasing goods, works or services*). The costs of renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

Costs of other goods and services are eligible, if they are purchased specifically for the action.

The beneficiaries must make such purchases ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

Indirect costs

Indirect costs are eligible if they are declared ***on the basis of the flat-rate of 7%*** of the total eligible direct costs.

Beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period covered by the operating grant.

6.2.4 Exchange rate

The Budget of the grant agreement and financial statements must be drafted in euro.

Beneficiaries with accounting established in a currency other than the euro must convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, it must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

5.2.5 VAT

The new Financial Regulation, applicable as from 1 January 2013, provides for the full eligibility of the cost of VAT when attributable to exempt activities¹ or activities out of the scope, except activities carried out as a public authority of a Member State. In other words, non-deductible VAT is eligible as expenditure, save for those activities matching the concept of sovereign powers exercised by Member States.

5.2.6 Definition of non-eligible costs

'Ineligible costs' are:

- Costs that do not comply with the conditions set out in articles 6.1 to 6.3 of the model grant agreement and in particular:
 - costs related to return on capital;
 - debt and debt service charges;

- provisions for future losses or debts;
 - interest owed;
 - doubtful debts;
 - currency exchange losses;
 - bank costs charged by the beneficiary's bank for transfers from the Agency;
 - excessive or reckless expenditure;
 - deductible VAT;
 - costs incurred during suspension of the implementation of the action;
 - in kind contributions provided by third parties free of charge.
- Costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period.
 - Costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant);
 - Costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies.

6.3 Determination of the grant and payment arrangements

6.3.1 Calculation of the grant amount

The 'final grant amount' depends on the actual extent to which the action is implemented and costs related to the implementation of the action.

The final grant amount will be calculated by the Executive Agency when the payment of the balance is made in the following steps:

Step 1 – The Agency evaluates the implementation of the action and verifies the actual costs related to the implementation declared by the beneficiaries. The reimbursement rate of the grant agreement is applied to the approved eligible costs.

Step 2 – Application of the double ceiling: the amount obtained following Step 1 is compared to the maximum grant amount set out in the grant agreement. The final grant amount will be limited to the lower amount

Step 3 – Application of no-profit principle. 'Profit' is generated when the amount obtained following Steps 1 and 2 plus the action's total receipts, exceeds the action's total eligible costs. If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible actual costs approved by the Agency.

Step 4 – Reduction of the grant amount due to improper implementation or breach of other obligations.

For further details please also consult with article 5.3 of the Model Grant Agreement.

6.3.2 *Type of receipts*

The following are considered receipts:

- Income generated by the action; if the income is generated from selling equipment or other assets purchased under the Agreement, the receipt is up to the amount declared as eligible under the Agreement;
- Financial contributions given by third parties to the beneficiary specifically to be used to cover the action's eligible costs.

6.4 **Payment Scheme**

Payments will be made to the coordinator. The coordinator must distribute the payments between the beneficiaries without unjustified delay.

The following payments will be made to the coordinator:

- ***One pre-financing payment:***

The aim of the pre-financing is to provide the beneficiaries with a float. It remains the property of the EU until the payment of the balance.

Note:

Pre-financing payments will be only distributed by the coordinator when 90% of the beneficiaries signed the accession form and only to those beneficiaries who signed the form! Please refer to articles 16.2 and 16.7 of the grant agreement.

- ***One or more interim payments, on the basis of the request(s) for interim payment:***

Interim payments *reimburse the actual eligible costs* incurred and declared by the beneficiaries for the implementation of the action during the corresponding reporting periods.

The number of interim payments will be set in the grant agreement. Interim payments are subject to the approval of the periodic report with the corresponding deliverables and the declaration of actual costs incurred by the beneficiaries.

The maximum amount of the interim payments (including the amount of pre-financing) is limited to the 90% of the maximum grant amount as set out in article 5.1 of the grant agreement.

- ***One payment of the balance, on the basis of the request for payment of the balance.***

The payment of the balance reimburses the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the action. The amount due as the balance is calculated by the Agency by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount.

If the total amount of earlier payments is greater than the final grant amount, the payment of the balance takes the form of a recovery.

If the total amount of earlier payments is lower than the final grant amount, the Agency will pay the balance.

Payment is subject to the approval of the final report.

Please consult with Article 16 of the Model Grant Agreement.

6.5 Pre-financing guarantee

In the event that the applicant's financial viability is not satisfactory, measures may be taken in order to limit the financial risks linked to the pre-financing payment. These may include a financial guarantee for up to the same amount as the pre-financing or the inclusion of several reporting periods, leading to interim payments, subject to the approval of the periodic report.

If requested the financial guarantee, in EUR, shall be provided by an approved bank or financial institution or any other third party whose financial capacity is verified by the Agency - established in one of the Member State of the European Union. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is cleared against payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

No financial guarantee will be requested a beneficiary receiving an EU contribution of EUR ≤60. 000 (low value grants).

B. SUBMISSION OF PROPOSALS

The Calls for proposals under the Consumer Programme will benefit from the use of the Electronic Submission System originally developed for the Horizon 2020 Research programmes.

Submitting an application **is only possible online** via the Electronic Submission Service of the Participant Portal and before the call deadline. The link to the Electronic Submission System can be found on Chafea's website:

<http://ec.europa.eu/chafea/consumers/>

The fact that the whole process is now done through an online system, requires a better level of preparation from the potential applicants before embarking on submitting the application itself. Even though the online system enables you to save successive versions of your application, Chafea strongly encourages you to have fully prepared the proposal before starting the online submission process and not view it as a "do-it-as-you-go" process.

Also note that the online submission system is composed of a two-step process:

- a) Registration of the applicant organisation through a specific procedure;
- b) Submission of the proposal itself, also broken down into three parts, as follows:
 - **Part A** includes administrative information of the applicant organisations (coordinator and partners) and the summarized budget of the proposal. It is to be completed directly online. It comprises of fields of information, checklists and declarations to be filled by the coordinator.

Note:

In order to complete part A:

- all other beneficiaries (i.e. not subcontractors, collaborating stakeholders and affiliated entities) must be registered in the [Beneficiary Register](#) and communicate the PIC to the coordinator
- all other beneficiaries must have performed a financial viability self-check, via:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html>
- the coordinator must have the project budget per partner

- **Part B** includes the technical content of the proposal. This part must be written by the coordinator, following the template provided by Chafea and in collaboration with the co-applicants and, when completed, uploaded directly as a PDF file into the Electronic Submission System.
- **Annexes:** an annex is a necessary document to support evidence for checking the applicant organisation's compliance with the selection criteria. Annexes must be uploaded directly into the Electronic Submission system.

1 PREPARING FOR THE SUBMISSION OF YOUR APPLICATION

There are several stages to observe when preparing for the submission of your application, such as documents to consult (see below); sign up to your existing ECAS account for registered users or create a new ECAS account for new users; and register your organisation in the Beneficiary Register.

1.1 Documents to consult

Prior to taking the decision of submitting a proposal and filling in the different application forms, please verify whether your organisation complies with the eligibility criteria. You should also check whether your planned activities are in line with the objectives of the Consumer Programme and the priorities listed in the Work Programme.

In this respect, the key documents to consult are the following:

- The Consumer Programme 2014-2020;
- The Work Programme;
- The 2016 Call for proposals;
- The multi-beneficiary Model Grant Agreement.

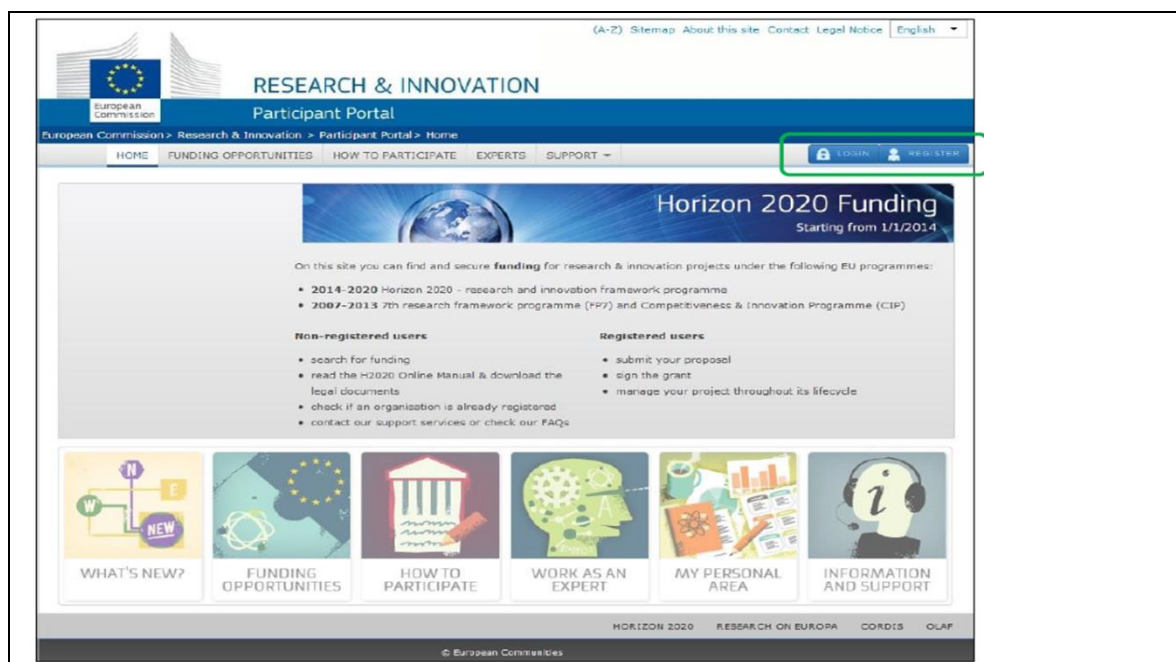
1.2 Create a user account on the Participant Portal – your ECAS Account

Applications in response to this call are only possible via the Electronic Submission System. In order to use this system you first need to create a user account, the so-called ECAS account.

To do so, you simply need to access the Participant Portal here:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Figure 1: Screen shot of the Participant Portal homepage



You can see in the screen shot above that the homepage refers to registered and non-registered users.

- If you do not already have a user account for the Participant Portal, you simply click on 'REGISTER' (in the upper right corner next to 'LOGIN') and register online. For further details please consult the IT Help Guide for the submission of proposals, chapter 2;
- If you already have a user account for the Participant Portal, you can log in (click on 'LOGIN' in the upper right corner) and start entering the required information.

1.3 Register your organisation - Beneficiary Register

With the ECAS account at hand, you can proceed to the next step, which is to register your organisation; this is done through the European Commission's Beneficiary Register.

- The European Commission has an online register of the organisations participating in various EU programmes called the [Beneficiary Register](http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html). This allows consistent handling of different organisations' official data and avoids multiple requests of the same information. However, check first on the Beneficiary Register page if your organisation is already registered at

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

Figure 2: Screen shot of the Beneficiary Register



- If you do not find your organisation there, and only in this case, you should start the registration process by clicking on 'Register your organisation'.
- To complete this registration process, you will need to provide information about your entity legal status and its finances.
- You do not need to complete the registration process in a single session. You can enter some information, save it and continue later on 'My Organisations' in 'My Area' section. Incomplete draft registrations are automatically deleted after one year.
- Once your registration is finalised, you will receive a **9-digit Participant Identification Code (PIC number)**. You will need the PIC numbers of the coordinator and all other beneficiaries (i.e. not for subcontractors, collaborating stakeholders and affiliated entities) in order to complete part A of the application.
- The person who registers the organisation, called 'self-registrant', can submit updates and corrections (with corresponding supporting documents) on 'My Organisations' in 'My Area' section.
- Please note that in case the registered organisation receives EU funding, the 'self-registrant' will be replaced by the appointed representative LEAR (Legal Entity

Appointed Representative). This person will then be will be the only person able to provide further updates.

1.4 Deadline, acknowledgement of receipt, rejection of a proposal and complaints

- **Submission deadline**

The proposals **must** be submitted via the Electronic Submission System.

The deadline for submission is **5 July 2016, 17:00:00 Hs. (Brussels local time)**

Please do not send your proposal via the Electronic Submission System AND by post / e-mail to Chafea! Please use only the Electronic Submission System!

- **Acknowledgement of receipt**

Before the call for proposal deadline, the applicant may replace the proposal with a new proposal. The date and time of the submission of the application will be automatically recorded and an acknowledgement of receipt email will be sent to the applicant organisation.

If you do not receive an email with the acknowledgement of receipt, it is because the proposal has not been submitted. If you miss the call deadline, your proposal will be disregarded by the system and cannot and will not be considered as submitted. After the deadline for the call for proposal, changes or additions are no longer possible.

The Electronic Submission System will carry out basic checks for completeness of the proposal, internal data consistency, virus infection file types, size limitations etc. The system will also check page limits in specific parts of the proposal and, if necessary, suggest that you shorten it. After the deadline, any excess pages will be overprinted with a 'watermark' indicating to the evaluators that these pages must be disregarded.

- **Rejection of proposals**

IMPORTANT TO NOTE: it is extremely important that you upload the proper document (in PDF) under the corresponding heading as you may jeopardize your entire application, which shall be considered as inadmissible!

Hence, before closing the application procedure or logging of, double-check if the content of your PDF documents corresponds to the given headings in the online submission tool.

It is your responsibility to have uploaded the proper documents entirely.

Once the proposal is submitted, the applicant will not hear from Chafea until the proposal is evaluated, unless:

- Chafea needs to contact the applicant to clarify matters such as eligibility or to request additional information;
- More information or supporting documents are needed to establish the legal entity or to perform the financial viability check³; and / or
- The applicant made a complaint.

- **Languages**

In principle, project proposals may be submitted in any official language of the European Union. However, in order to facilitate the evaluation process, you are strongly encouraged to provide an English translation of the proposal. The English version should be at the beginning of the proposal, followed by the other language version.

- **How to file a complaint**

If you believe that submission failed due to a fault in the Electronic Submission System, you should immediately file a complaint via the Helpdesk on the Participant Portal, explaining the circumstances and attaching a copy of the proposal. The method of filing a complaint over other aspects of submission is explained in the information you receive via the electronic exchange system (see 'My Area' section of the Participant Portal).

Note:

Chafea does not manage the submission process via the Electronic Submission System. Hence, please contact the Helpdesk of the Participant Portal and not Chafea for submission-related questions.

1.5 Data protection

All the applications received by Chafea will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council 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.

For more information on data protection, please refer to http://ec.europa.eu/chafea/about/data_protection.html

³ Note: this is not performed by Chafea. The system may contact you about this, if needed, not Chafea.

2 APPLICATION FOR JOINT ACTION

As noted above, the project application is composed of three parts:

- Part A, which includes the administrative information;
- Part B, which comprises the technical content of the proposal; and
- Annexes:
 - Annex I -Designation letter. (Chafea template)
 - Annex II -CV of coordinator. (free template)
 - Annex III -Audit report, only for applicants requesting EU co-funding of 750 000€ or higher per applicant.
 - Annex IV -Operational capacity

2.1 Project application form: Part A – Administrative part of the applicant organisation

Part A comprises fields of required information, checklists and declarations to be filled and must be completed directly via the online submission tool; it is structured in three sections, as follows:

- Section 1: General information
- Section 2: Administrative data of the organisation
- Section 3: Budget

Please note that Part A follows a common template and is applicable to all funding programmes and all financial instruments, regardless of the specificities of each.

Figure 3: Screen shot of the Table of Contents for Part A

<i>Section</i>	<i>Title</i>	<i>Action</i>
<i>1</i>	<i>General Information</i>	
<i>2</i>	<i>Participants and Contacts</i>	
<i>3</i>	<i>Budget</i>	

Section 1: General information

In this section, you should provide the Acronym, Proposal Title, Duration (in months), Free Keywords and an Abstract (max. 2000 characters) explaining the key objectives and benefits of the proposal, how these will be achieved, and their relevance to the Work Programme 2016.

The abstract will be used as a short description of the proposal in the evaluation process and in communication with the programme management committee and other interested parties. Therefore, do not include any confidential information and use plain typed text, avoiding formulae and other special characters.

In the "Declarations" section, there are also a number of self-declarations to be made by coordinator by clicking the corresponding boxes. We recommend that the coordinator checks with all the partners before clicking the boxes.

The coordinator declares:

- a) to have explicit consent of all applicants on their participation and on the content of the proposal.
- b) that the information in the proposal is correct and complete.

The next statements concern the exclusion, eligibility and selection criteria as set-out in the Work Programme.

The coordinator must make the following declarations:

For the exclusion and eligibility criteria:

- each applicant is fully compliant with the exclusion and eligibility criteria set out in the specific call for proposals

Note:

If the proposal is retained for EU funding, the applicants will be required to present a more formal declaration of honour on the exclusion criteria during the grant agreement preparation process.

For the selection criteria:

Financial capacity:

- the coordinator's organisation as well as every other applicant for its own organisation has performed the self-check of the financial capacity of the organisation (or are exempt as they are public bodies);
- each applicant has confirmed that if it is receiving an operating grant from any EU programme, it will not claim indirect costs for this action for the specific year covered by operating grant;
- applicants have stable and sufficient sources of funding to maintain their activity throughout the period during which the activity is being carried out and to participate in its co-financing.

Note:

**The only reason you are requested to run a self-check on your financial capacity and tick the box is to warn you that in the case you are awarded the project and your financial standing may be weak, the EC may need to take specific measures, e.g. may ask you to provide a bank guarantee.
By no means should it discourage you from submitting a project proposal.**

Operational capacity:

- the applicants have the necessary operational resources, skills and professional experience to carry out the proposed action.

If you do not click on each appropriate box, you may prevent application from being submitted.

Section 2: Participants and contacts

The coordinator will encode the PIC code of his/her organisation and of every other applicant (see section B 1.3 in this guide). Part of the administrative data will be filled in automatically after encoding the PIC code. Then, the coordinator will be required to fill in the contact details for every participant. Hence, it is recommended to have this information at hand when completing part A.

Section 3: Budget

In this section you must fill a budget overview table. Please refer to the screen shot 4 below. In addition you must indicate which co-funding rate you apply for.

The usual co-funding rate for joint actions under the Consumer Programme is up to 50% of the total eligible cost. However, this may increase to up to 70% of the total eligible cost, if the project application is deemed to be of exceptional utility towards achieving the objectives of the Programme. **Importantly, the same co-funding rate (50% or 70% in case of exceptional utility) shall be used by each participant in the proposal to calculate their requested grant.**

To receive up to 70% of co-funding, the proposals must comply with the following criteria

- The proposal involves **at least ten** Member States taking part in the European network of Member States' competent authorities for product safety referred to in Article 10 of Directive 2001/95/EC, or contribute to the implementation of market surveillance activities in the field of consumer product safety that have been provided for in a Union legal act.

Note:

If you want to apply for exceptional utility, it is your duty to ensure that your proposal complies with the criteria.

Please be aware that if your proposal does not meet the criteria for exceptional utility, the final EU contribution will only be up to 50% and additional applicant's contribution will become necessary.

The coordinator must fill in the budget table as presented below.

Explanation:

White cells: to be filled by the coordinator

Grey cells: automatically calculated

Black cells: cannot be filled in – not applicable at the level of each applicant.

Figure 4: The Budget Overview Table in part A

Participant	Country	(A)-Direct-personnel-costs	(B)-Direct-costs-of-subcontracting	(C)-Other-direct-costs	(D)-Indirect-Costs-(Max.-7%-on-A, B-and-C)*2	Total-estimated-eligible-costs	Reimbursement-rate-%	Maximum-EU-Contribution	Maximum-grant-amount*2	Income-generated-by-the-action	Financial-contributions-given-by-third-parties-to-the-beneficiary	Action's-total-receipts
°	°	(a)	(b)	(c)	(d)=-0.07*-(a)+(c)	(e)=- (a)+(b)+(c)+(d)	(f)	(g)=- (e)*(f)	(h)	(k)	(l)	(m)=- (k)+(l)
°	°	°	°	°	°	°	°	°		°	°	°
°	°	°	°	°	°	°	°	°		°	°	°
Total	°	°	°	°	°	°	50%-(or-70%)*2	°	°	°	°	°

Each row of the budget table represents the estimated expenditure and income for one applicant.

The final row of "Total" represents the total estimated expenditure and income for the whole action.

Eligible costs are: direct personnel cost (column (a)), direct cost of subcontracting (column (b)) and other direct costs (column (c)), including costs for travel, equipment and other goods and services. Please refer to Article 6 of the Model Grant Agreement for a detailed description as well as calculation methods of these eligible cost items. Costs need to be explained in detail, and be equal, in the individual detailed budget under Part B of the application

Don't forget: estimated costs of one applicant must also include the estimated costs of its linked affiliated entities, if any.

The reimbursement rate is identical for each participant and corresponds to the rate of the total (e.g. in the case reimbursement of 50% of the total eligible costs of the action is requested, the only option for reimbursement request per each participants shall be 50%).

The maximum EU contribution in column (g) is calculated at the level of each applicant. Overall, the total amount in column (h) should be equal to or less than the total amount of column (g). At the proposal stage, we recommend to each participant to have the requested grant amount (h) to be equal to the maximum EU Contribution amount (g).

The applicants must also estimate whether

- there is any income generated by the action foreseen (e.g. sale of an equipment used by a project, conference fees, etc.). Such amount should be given in column (k).
- there is any third party contribution. The sponsorship means actual money inflow to any of the applicants. The amount should be dedicated to cover the eligible costs of the action. Such amount should be given in column (l).

In case no "income generated by the action" or "Financial contributions given by third parties" is estimated, any amount above the requested grant is considered as "applicant's contribution" (column m).

2.2 Application form: Part B - Technical content

Part B concerns the technical content of the proposal. This should be limited to 120 pages. Applicants must write the proposal following the template provided by Chafea. However, once completed, the up-loading into the Electronic Submission System is only possible in PDF format.

The structure of the template is as follow:

- TITLE AND ACRONYM OF THE PROPOSAL
- LIST OF APPLICANTS
- 1. POTENTIAL BENEFITS
- 2. POTENTIAL IMPACT
- 3. AIMS AND OBJECTIVES OF THE PROJECT
- 4. WORK PLAN
- 5. MILESTONES AND DELIVERABLES
- 6. ORGANISATION STRUCTURE AND MANAGEMENT
- 7. RESULTS AND BENEFITS
- 8. BUDGET
- 9. DISTRIBUTION OF TASKS AND ACTIVITIES BETWEEN PARTICIPANTS
- 10. PREVIOUS AND CURRENT EU FINANCIAL CONTRIBUTIONS
- 11. LIST OF ANNEXES TO PART B

Note:

The proposal must follow the structure of the template. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the award criteria.

Page limit: as mentioned above, the proposal must not be longer than 120 pages. Hence, all tables need to be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including footers or headers). If you attempt to upload a proposal longer than the specified limit, you will before the deadline receive an automatic warning, and will be advised to shorten and re-upload the proposal. Any excess pages will be overprinted with a 'watermark'. **Please do not consider the page limit as a target!** It is in your interest to keep your text as concise as possible, since evaluation experts rarely view unnecessarily long proposals in a positive light.

Note:

You may submit a proposal in an EU language other than English. Note however that the technical part of the proposal must also be submitted in English, and that

this English version must be presented in the beginning of the proposal. The remaining part (e.g. the budget) may only be submitted in other EU languages.

2.2.1 General information

Title and acronym of the proposal

This section aims at providing you with the necessary information to properly and surely identify the joint action according to two main elements: title and acronym.

- Title: it is the normal way to identify a foreseen joint action. It should refer to its main objective or area of implementation.
- Acronym: it constitutes a convenient way to easily identify the project in a data base or in the related grant agreement. It is usually the title's contraction.

List of applicants

This section should contain the list of applicant organisations in the order presented in the administrative part. All associated partners must be listed in order to verify their compliance with the eligibility criteria.

2.2.2 Compliance with the award criteria

The relative merit of the proposals received will be judged on the basis of the award criteria as set out in point 2.1.1 a) of the Commission's 2016 Work Programme. A maximum of 100 points can be attributed to a proposal. Proposals have to reach a minimum of 60 points to be accepted.

Actions shall be ranked on the basis of the award criteria below. Financial contribution shall be awarded to the highest scoring actions up to available budget.

The joint actions may cover one or more of the following aspects of administrative cross-border co-operation activities related to surveillance and enforcement of European Union safety requirements for non-food consumer products and services:

- Assessment of risks posed by non-food consumer products and services;
- Product testing;
- Market surveillance operations;
- Exchange of expertise and development and exchange of best practices related to risk assessment;
- Meetings and workshops included in the project.

In particular, the joint actions may cover the execution of joint or co-ordinated activities, the exchange of information, the development of a common methodology approach, protocols and check-lists and database development work.

In addition, the joint actions shall cover the development and implementation of an effective communication strategy regarding the achieved results and integrate online surveillance issues into the specific products as well as horizontal activities.

When answering the questions below, please specify how your proposed joint action activities fulfil all these criteria:

(1) *Potential benefits of the cooperation activities in terms of increased effectiveness of market surveillance and enforcement in the area covered (Section 1 of part B).*

This free section should clearly state the extent to which the joint action could contribute in improving effectiveness of market surveillance and enforcement in the area covered by the joint action. This description should be set out in a way which allows a clear and immediate understanding of the joint action's added value.

(2) *Potential impact on consumer safety (risk of migration, exposure and product spread across the internal market, including imported articles) (Section 2 of part B).*

This free section should list and explain the reasons why the products considered present a high level of risk to consumer's economic interests or to consumer's confidence in the market in a way which would stress the necessity of carrying out the proposed joint action.

In the case that several products are covered by the proposed activities, precise description of the level of risk for each product shall be provided. Concrete information supported by detailed statistics and references should be included. Furthermore this section should be documented by clear reference(s) to any previous related study or legislation when applicable.

(3) *Degree to which the estimated budget is clear and well detailed for the expenses in relation to the corresponding activities carried out in the joint project (Section 8 of part B).*

The Budget Overview Table will be included in the Administrative Form of the application and has to be filled directly on-line.

In this part B of the application you must provide a description of the way the budget was built in support of the implementation of the action– in short, its relevance with the activities planned during the year and the rationale for doing so. Please remember that the budget is one of the award criterion and will be evaluated as the other parts of the application.

It is highly recommended that the consortium members work closely together and with the coordinator in the preparation phase.

The structure of the Budget of the Technical Proposal is as follows:

1. The "Estimated budget" Table

The table below summarises all the estimated costs with a breakdown for each cost category for each applicant.

Estimated budget: per applicant or affiliated entity

Applicant Number/ Short Name	
(If affiliated entity: Affiliated to	

which Applicant number/Short name)			
(A) Direct personnel costs			
Staff function	Monthly Cost	Estimated Person-month	Sum Cost (€)
(Please repeat line for each staff function category)			
		Total person month	Total Costs (€) for (A)
	Justification		
(B) Direct costs of sub-contracting	Costs (€)	Task(s)/Justification	
(please repeat line for each subcontract foreseen)			
Total Costs (€) of (B)			
	Justification		
(C) Other direct costs			
(C.1) Travel	Costs (€)	Justification	
(C.2) Equipment	Costs (€)	Justification	
(C.3) Other goods and services	Costs (€)	Justification	
Total Costs (€) of (C)			
(D) Indirect Costs	Total Costs (€)		
(Max. 7% on A, B and C)			
Total estimated eligible costs			

Note:

The detailed budget per applicant must be consistent with the Budget Overview Table of the Administrative Form of the application. The online submission system does not provide a reconciliation function among the different budget tables of the application form; it is the consortium responsibility to ensure consistency of the information provided throughout the application.

The table has 4 parts representing the 4 cost categories (A for Direct personnel costs, B for Subcontracting costs, C for Other direct costs and D for Indirect costs.).

If the applicant plans to work with its linked affiliated entities, their costs must be presented in separate tables (one table per affiliated entity + one table for the applicant).

Note:

There is one single cell provided per cost category. It makes the budget table simple and easy to handle, but it is also easy to over- or underestimate these figures. Even though you may do budget transfers at a later stage it is crucial that the *overall resources need for the action is a fair estimate* as the maximum amount of the EU Contribution is linked to this initial budget estimate.

It is therefore strongly recommended that you have your own templates / spread sheets developed to support you when considering all important factors of a cost category.

A. Direct personnel cost

Applicants may consider the following costs as eligible under direct personnel costs:

- personnel working for the applicant under an ***employment contract*** (or equivalent appointing act) and ***assigned to the action***

Additional remuneration for personnel assigned to the specific action if it is part of the applicant's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required;

- ***natural persons*** working under a ***direct contract with the beneficiary other than an employment contract***, if:

- the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises;
- the result of the work carried out belongs to the beneficiary, and
- the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

- ***personnel seconded by a third party*** (against payment, if costs are incurred with the beneficiary)

Elements of personnel costs:

- Salary;
- Social security contributions, taxes;
- Other costs included in the remuneration, if arisen from national law or employment contract.

Please make sure that

- you consult article 6.2. "A. Direct personnel cost" of the grant agreement;
- you include a separate template for each of your linked affiliated entity;
- cost of a project coordinator / project manager and financial officer are included for the coordinator.
- cost of a coordinator / project manager is included if you are leading a workpackage;
- you consider all the expertise (=function) that you will contribute to the action.
- you try to consider the level of seniority of a function;
- you consult with human resources department / accounting department of your organisation to support you with salaries, taxes, etc.
- the information is consistent with the table "*Summary of staff efforts*" and the Budget Overview Table of the Administrative Form of the application.

B. Subcontracting cost

Conditions describing the possibility to use the subcontracting are described in point 6 of this Guide and Articles 6.2 and 10.1.1 of the Model Grant Agreement).

Please make sure that

- you consult article 6.2. "B. Direct costs of subcontracting" and article 10 "Implementation of action tasks by subcontractors" of the grant agreement;
- taxes, duties and other charges are included in the estimate
- you include the estimated cost + potential travel and subsistence costs of the subcontractor;
- a separate row is added for each activity to be performed by a subcontractor;
- the activity being subcontracted is also described in the Technical Proposal of Part B;
- you consult your procurement / sourcing department regarding rules you need to comply with;
- you include a separate template for each of your linked affiliated entity;
 - the information is consistent with the Budget Overview Table of the Administrative Form of the application.

C. Other direct cost

This budget category has three subcategories: C1 Travel, C2 Equipment and C3 Other goods and services.

Please make sure that

- you consult article 6.2. "C. Other direct cost" and article 9 "Rules for purchasing goods, works or services" of the grant agreement.
- the sum of C1 + C2 + C3 is consistent with the Budget Overview Table of the Administrative Form of the application.

C1 Travel and related subsistence allowance

Please pay attention that

- travel and subsistence costs for ALL potential participants whose costs you plan to reimburse (e.g. personnel, collaborating stakeholders, advisors, special speakers, trainers, volunteers, invited experts, conference participants, etc.) are included;
- ALL the events / meetings you plan to participate in (e.g. project meetings, steering committees, advisory boards, dissemination events, conferences, trainings, workshops, study visits, information sessions, coordination visits to other beneficiaries, etc.) are included;
- both travel AND subsistence cost for each participant are estimated;
- you consult with your accounting and / or human resources department regarding your organisation's rules on travel and subsistence;

In the cell "***justification***" you should explain the type of events you plan to participate / plan to organise.

C2 Equipment

Costs related to equipment may take the following forms:

- The depreciation costs of equipment, infrastructure or other assets (new or second-hand) as recorded in the beneficiary's accounts are eligible and written off in accordance with international accounting standards and the beneficiary's usual accounting practices;
- The costs of renting or leasing equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees;

Please pay attention that

- you include only the ***depreciation cost*** of an equipment within the duration of the action;
- you include ***leasing fee*** (without financing costs) and ***cost of renting*** an equipment
- you consider that the equipment in question is shared or not with another project and you calculate only with your share
- you consult with your accounting department on the depreciation rules and calculation method;
- general office equipment and software are part of indirect costs.

In the cell "***justification***" you should explain the type of equipment you plan to use for the implementation of the action.

C3 Cost of other goods and services

Please pay attention that

- you include all those activities for the implementation of the action which would not be performed by personnel or subcontractor. Examples:
 - conference and meeting costs (room rental, catering, meeting materials);
 - laboratory materials and tools;
 - costs of certificates on financial statements;
 - postage, delivery of documents, samples, etc;
 - costs of dissemination;
 - translation / printing of periodic reports, etc.
- you consult your accounting / procurement / sourcing department
- you include taxes, duties and other charges related to the goods and services to be bought

In the cell "***justification***" you should explain the type of other services you plan to use for the implementation of the action.

D. Indirect cost

This budget category is a flat rate of 7% above the total direct cost (A+B+C).

Please note that operating grants received by beneficiaries have to be considered and indirect costs will be proportionally decreased for those years when beneficiary receives operating grants (non-cumulative principle).

Operating grants awarded after the signature of the grant for an action will be considered at the time of interim or final payment.

2. The "Product testing indicative costs" Table

Please provide a detailed breakdown of testing costs by product including the estimated unit cost per test.

3. The "Total costs by work package" Table

Please provide a breakdown of estimated costs by work package including all costs related to a specific activity.

(4) Balanced and fair distribution of tasks and activities between the participants in the joint actions (Section 9 of part B).

1. Balanced participation description.

This free section will describe how a balanced involvement of participating bodies in the planned activities is ensured throughout the joint action

2. The "Summary of staff effort" Table

This table summarises the personnel need of the action, estimated as person/month at applicant level with an allocation to each work package the applicant participates in. Please make sure that all personnel of the affiliated entities are also included.

Each row of the table represents one applicant of the consortium and each column their link to the proposed work packages.

This criterion does not require that all the partners make an identical or equal contribution to all parts of the project, but that all the partners are involved in at least one of the key areas of the project (i.e. the planning, implementing and disseminating activities). Each partner should also make a financial contribution to the joint action.

In particular, the joint action should demonstrate a significant contribution in respect of planning, implementing and/or disseminating activities and financial participation from all partners.

3. The "Number of meetings, travels and man-days by work package" Table

This table should present the specific involvement of the participants in each proposed work package. Please include the estimated man days per MS and coordinator. In addition please indicate the estimated meetings and travels involved in these activities.

(5) *Clarity and quality of the objectives, work plan including communication activities, organisation and description of the results and benefits expected (Sections 3, 4, 5, 6 and 7 of part B).*

Objectives

Specific joint surveillance actions are important within the framework of the Consumer Programme. The area of Consumer Product Safety (non-food) in particular can have a very broad scope. In order to measure progress and assess effectiveness of the foreseen joint action, goals to be achieved have to be clearly defined.

This point should also set out clear general and specific objectives of the joint action and may take into account a multi annual perspective.

General objective: the «general objective» (or aim) indicates the project's contribution to Consumer society in terms of its longer-term benefits. It is strongly linked to the objectives and provisions of the Directive 2001/95/EC on General Product Safety (non-food). This aim may not be achieved by the project itself, but the project should contribute to its achievement.

Specific objectives: specific objectives are concrete statements describing what the project is trying to achieve in order to reach its goal(s).

They should be specified at a level which allows them to be evaluated at the conclusion of the project.

Work plan

The work plan intends to easily identify the strategy of the joint action to achieve its specific objectives. Please include detailed description of the joint action's activities.

The joint action will be implemented through activities, depending on the specific objective(s). These activities should be linked to the priority sectors for action, the budget estimates and human resources and foresee tasks for several months.

To that extent, the main partner should establish a description and planning of the activities foreseen in the framework of the joint action.

These descriptions should be as detailed and clearly articulated. To that extent, this section should include a description of the proposed working methodology, a section describing the potential risks in a Gantt Chart, setting out the deliverables as described in the deliverables table.

Deliverables: in addition to the Gantt Chart, the main partner should list each deliverable, explaining which form it will take. One deliverable should be foreseen at the end of each activity when relevant.

Applicants must specify the deliverables of the project. A deliverable is a physical output related to a specific objective of the action, e.g. a report, publication, newsletter, tool, software, handbook, training guide, website, or conference. In your proposal, please create a table, guided by the model below, to list all the deliverables.

Deliverable Number	Deliverable Name	Work package number	Leading applicant acronym	Content specification	Dissemination level	Delivery month

Note:

Chafea will make an Interim payment to the beneficiaries at about half-way through the project. This payment must be based on deliverables which have been produced in the first half of the project (besides the interim report). Thus, it is important that some deliverables are available at the point of the payment (usually month 18 for a 36-months long project). Please take into account that Chafea cannot make an interim payment without receiving deliverables at that point in time (e.g. drafts of reports to be finalized at the end of the project).

Organisation structure and management

This section will describe the management structure, the means for communicating within the organisation to monitor the work in progress.

Please specify the existing roles, bodies, boards, etc. of the main partner in order to coordinate the proposed activities. What is their respective responsibility and how do they exercise their obligations? How is the organisation steered and controlled?

What are the defined communication mechanisms, which platforms / organisational provisions will be used to support internal communication.

Potential risks linked to the governance, structure and management of the organisation should be identified. How are risks measured, assessed and tackled within the organisation? Please provide strategies for managing identified risks.

Description of results and benefits

The activities should include a set of tools to measure the expected progress over several months easily and in a meaningful way. They should be described in relation to the following main elements:

- The improvement of administrative and enforcement cooperation
- The effectiveness of enforcement
- Progress indicators.

The results are the direct outcomes of the joint action whereas the benefits are related to the expected impacts.

This section should also describe specific indicators and quantified targets to assess the progress toward achieving the objectives defined in section 5. The proposal should give a list and description of the progress indicators which should be implemented during the joint action.

Progress indicators are tools to measure the performance of the project. They must be defined for each activity. They should be easily measurable. They can also quantify some relevant aspects such as attendance at meetings for instance. Progress indicators can be output indicators or impact indicators.

- Output indicators and milestones. They are used to measure the outputs resulting from the activities. For example: publications, surveys, participation in Technical Committee meetings, etc.
- Impact indicators. They measure the ultimate outcomes of an action. These might be short-term outcomes, such as increased knowledge; intermediate outcomes, such as a change in behaviour; or long-term outcomes.

2.2.3 Previous and current grants relevant to the programme

(Section 10 of part B)

The coordinator should add here a list of previous and current EU grants or contracts (limited to the last 3 years) his/her organization is receiving/has received, if any.

2.3 Annexes to the proposal

Annexes are necessary documents to support evidence for checking the applicant organisation's compliance with the criteria specified in the call for proposals. Annexes must be uploaded directly into the Electronic Submission system.

The following annexes need to be provided with the application:

- Annex I - Designation letter (Chafea template)

This letter has to be provided only in the case a non-profit-making body other than public bodies take part in the joint action.

The letter shall be signed by the legal representative of each participating public body designating the non-profit-making body to participate in the joint action.

For each non-profit-making body participating in the joint action a designation letter signed by each public body participating in the joint action has to be submitted.

- Annex II - CV of coordinator (free template)

The CV of the coordinator should highlight the specific expertise in the area covered by this call for proposals.

This Annex has to be submitted by the main partner only

- Annex III – Audit report (free template)

Any applicants requesting EU co-funding of 750 000€ or higher must submit an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

– Annex IV – Operational capacity (Chafea template)

To assess the operational capacity of all partners, this sub-section shall be filled with information from each participating organisation. The first one being the main partner performing the coordination, followed by each participant preferably in the same order as defined in the administrative part A.

All joint action participants must be bodies to which Member States have attributed tasks concerning market surveillance or assessment of compliance of products with the GPSD, as appropriate to the area covered in the call for proposals.

In order to ensure the applicants operational capacity in relation to the improvement of administrative co-operation among the market surveillance authorities, please fill in the following sub-sections briefly synthesising the participant experience with regards to the area covered by this call.

- **Main applicant operational capacity.**

This free section should include the main partner's operational capacity description, in particular synthesising their experience regarding to the areas covered by this call.

- **Associated applicant's operational capacity.**

This free section should include the associated partner operational capacity description synthesising their experience regarding to the areas covered by this call.

Please add the name of the associated partners in the same order as defined in the administrative part A.

C. EVALUATION

All proposals received by Chafea via the Electronic Submission System go through a multi-level process of evaluation with regards to several categories of criteria: the eligibility, exclusion, selection and award criteria.

The evaluation of proposals is carried out in the **strictest confidentiality**.

1 EVALUATION PROCESS OVERVIEW AND OUTCOMES

All criteria and the mandatory supporting documents are specified in the Call for proposals 2016 document. Please read these criteria carefully. Project proposals failing to meet any of these criteria will be excluded at the given stage of the evaluation chain. This may mean that they are not submitted to the evaluation of the award criteria.

1.1 Eligibility criteria

There are several eligibility criteria, namely:

1. Applicants must be legally established organisations. The application shall state the legal status of the applicant.
2. Only applicants from EU Member States, EFTA/EEA countries and third countries according to the conditions provided in Article 7 (b) of the Consumer Programme 2014-2020 can apply.
3. A project proposal must be submitted by at least 2 different legal entities from 2 different eligible countries.
4. The only eligible activities are those listed in section 2.1.1 of in the Work Programme and in section 6.3 of the call for proposals.
5. The co-funding is meant for a future project. Running projects cannot be supported.

1.2 Exclusion criteria

Exclusion from participation:

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

- (a) is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the granting authority is located or those of the country of the performance of the grant agreement.;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract/grant agreement;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement / grant award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement / grant award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 ;

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA , as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract / a grant agreement financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

Exclusion from participation:

Applicants will not be awarded co-funding, in the course of the grant award procedure, if they:

(a) are in an exclusion situation established in accordance with Article 106 and 107 of the EU Financial Regulation;

(b) have misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;

(c) were previously involved in the preparation of documents where this entails a distortion of competition that cannot be remedied otherwise.

In order to demonstrate compliance with the non-exclusion requirements, the coordinator has to check the relevant box in online application. If selected for co-funding, all beneficiaries have to submit a declaration on their honour certifying that they are not in one of the situations referred to in articles 106, 107 and 108 of the Financial Regulation^{4, 5}. The applicants should follow the instructions in the participant portal.

1.3 Selection criteria: operational and financial capacity

The selection criteria assess the financial and operational capacity of the applicants.

Financial viability

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

⁴ [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 and repealing Council Regulation \(EC, Euratom\) No 1605/2002 and REGULATION \(EU, EURATOM\) NO 2015/1929 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 October 2015 amending Regulation \(EU, Euratom\) No 966/2012 on the financial rules applicable to the general budget of the Union](#)

⁵ [COMMISSION DELEGATED REGULATION \(EU\) No 1268/2012 of 29 October 2012 on the rules of application of Regulation \(EU, Euratom\) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union and COMMISSION DELEGATED REGULATION \(EU\) 2015/2462 of 30 October 2015 amending Delegated Regulation \(EU\) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union](#)

All applicants must certify their financial viability when applying. For this the self-assessment must be carried out (see above).

The financial viability of all beneficiaries will be assessed, except if:

- a) the EU-contribution for the coordinator / other beneficiary is \leq EUR 60 000:
- b) the beneficiary is a public body

The documents that will be requested when assessing the financial viability include:

- the annual accounts (including the balance sheet and the profit and loss statement) for the last financial year for which the accounts were closed (for newly created entities, the business plan shall be submitted to replace the accounts);

In addition for a coordinator or other beneficiary requesting an EU-contribution of \geq EUR 750.000 (threshold applicable per beneficiary):

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available. This provision shall not apply to public bodies.

Operational capacity

Applicants must have the necessary operational resources, skills and professional experience to complete the proposed action. The applicants' operational capacity has to be certified by the coordinator by ticking the relevant box in Part A of the online application. To prove the operational capacity, pertinent information has to be provided in the proposal (Annex IV), as described above. The operational capacity will be judged based on the self-declaration and this information.

1.4 Award criteria

Only project proposals which have satisfied the eligibility, exclusion and selection criteria will be evaluated by the Evaluation Committee⁶ on the basis of the award criteria.

More specifically, each proposal will be assessed according to the points set out below. Proposals have to reach a minimum of 60 points to be accepted.

- (1) Potential benefits of the co-operation activities in terms of increased effectiveness of market surveillance and enforcement in the area covered (**20 points**);
- (2) Potential impact on consumer safety (risk of migration, exposure and product spread across the internal market, including imported articles) (**15 points**);
- (3) Degree to which the estimated budget is clear and well detailed for the expenses in relation to the corresponding activities carried out in the joint project (**20 points**);

⁶ The Evaluation Committee is comprised of staff from DG JUST, and Chafea.

- (4) Balanced and fair distribution of tasks and activities between the participants in joint actions (**15 points**);
- (5) Clarity and quality of the objectives, work plan including communication activities, organisation and description of the results and benefits expected (**30 points**)

Financial contributions shall be awarded to the highest scoring actions up to the available budget.

1.5 Process following the recommendation for funding

The applicants will be notified by the Electronic Submission System, once the evaluation has been finalized. Letters will be sent to all applicants – successful or not.

The successful applicants will be invited to adjust the proposal, based on the evaluators' comments.

Only if the adjustment phase is positively concluded, the award decision will be taken by Chafea. Subsequently, the grant agreement will be prepared.