



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR JUSTICE and CONSUMERS

## CALL FOR PROPOSALS JUST/2015/JCOO/AG

**TOPIC: Action grants to support judicial cooperation in civil matters**

**JUST/2015/JCOO/AG/CIVI  
JUSTICE PROGRAMME  
(2014-2020)**

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## **1. INTRODUCTION**

This call for proposals for action grants is based on the 2015 annual work programme<sup>1</sup> of the Justice Programme<sup>2</sup> and its modification<sup>3</sup>. It aims to co-fund national or transnational projects that support judicial cooperation in civil matters, in particular the good functioning of the Brussels I and Successions Regulations and other mutual recognition instruments, both in line with the specific objective to facilitate and support judicial cooperation in civil matters of the Justice Programme.

Proposals should aim to produce results with EU added value.

Organisations interested in submitting applications should first read the **detailed terms and conditions set out in this call for proposals and the Guide for Applicants** published together with this call and constituting an integral part of the conditions of the call.

## **2. PRIORITIES AND ACTIVITIES TO BE FUNDED**

### **2.1. Priorities**

The aim of this call is to contribute to the effective and coherent application of EU civil law.

The priorities of this call are:

1. to contribute to the correct implementation of the following instruments:

- Regulation (EU) No 1215/2012 on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters (recast);<sup>4</sup>
- Regulation (EU) No 650/2012 on jurisdiction, applicable law, recognition and enforcement of decisions and acceptance and enforcement of authentic instruments in matters of successions and on the creation of a European Certificate of Succession;<sup>5</sup>
- Regulation (EC) No 805/2004 creating a European Enforcement Order for uncontested claims;<sup>6</sup>
- Regulation (EC) No 1896/2006 creating a European order for payment procedure;<sup>7</sup>
- Regulation (EC) No 861/2007 establishing a European Small Claims Procedure;<sup>8</sup>
- The 2005 Hague Convention on Choice-of-Court Agreements.<sup>9</sup>

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<sup>1</sup> Commission Implementing Decision of 30.03.2015 concerning the adoption of the work programme for 2015 and the financing for the implementation of the Justice Programme, [C\(2015\) 1997](#).

<sup>2</sup> [Regulation No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014-2020](#) OJ L 354, 28.12.2013, p. 73.

<sup>3</sup> [http://ec.europa.eu/justice/grants1/programmes-2014-2020/justice/index\\_en.htm](http://ec.europa.eu/justice/grants1/programmes-2014-2020/justice/index_en.htm)

<sup>4</sup> OJ L 351, 20.12.2012, p. 1–32.

<sup>5</sup> OJ L 201, 27.7.2012, p. 107–134

<sup>6</sup> OJ L 143, 30.4.2004, p. 15 - 39

<sup>7</sup> OJ L 399, 30.12.2006, p. 1 - 32

<sup>8</sup> OJ L 199, 31.7.2007, p. 1 - 22

<sup>9</sup> Cf. [http://www.hcch.net/index\\_en.php?act=conventions.text&cid=98](http://www.hcch.net/index_en.php?act=conventions.text&cid=98)

2. to facilitate the exchange of data and the structured, confidential and data-protection-compliant communication between the authorities appointed under EU legislation (e.g. central authorities and other subjects such as the contact points of the European Judicial Network in civil and commercial matters<sup>10</sup>) or otherwise active in the context of EU legislation (e.g. courts, bailiffs), including electronic transmission of documents, requests for information, hearing of the parties and witnesses across borders in the application of EU legislation;

3. to exchange best practices in the field of insolvency and pre-insolvency proceedings, taking also into account the Commission recommendation of 12.3.2014 on a new approach to business failure and insolvency (2014/135/EU).<sup>11</sup>

Projects shall complement the efforts of the EU to in the area of civil justice and judicial cooperation.<sup>12</sup> Duplications of already existing initiatives will not be funded. Applicants shall explain and demonstrate how their proposals are aligned with the respective EU policies. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion.

## **2.2. Description of the activities to be funded under the call**

This topic will fund the following activities:

- analytical activities, such as data collection, surveys and research activities;
- mutual learning, exchange of good practices, cooperation, including identifying best practices which may be transferable to other participating countries;
- dissemination and awareness raising activities.

Training activities can also be funded as long as they are of ancillary nature and not the main purpose of the project.

Projects ensuring maximum practical benefits and impact for the target groups will be more favourably assessed than projects consisting mainly of research and other analytical activities.

Proposals under all priorities must make provisions to document the number of persons/professionals reached, provide anonymised data disaggregated by gender and by age and must describe in their grant application how this will be done.

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

- activities supporting individual political parties;
- provision of financial support to third parties;
- legal actions before national or international courts regardless of their grounds or objectives.

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<sup>10</sup> Cf. [https://e-justice.europa.eu/content\\_ejn\\_in\\_civil\\_and\\_commercial\\_matters-21-en.do](https://e-justice.europa.eu/content_ejn_in_civil_and_commercial_matters-21-en.do)

<sup>11</sup> Cf. [http://ec.europa.eu/justice/civil/commercial/insolvency/index\\_en.htm](http://ec.europa.eu/justice/civil/commercial/insolvency/index_en.htm)

<sup>12</sup> Cf. [http://ec.europa.eu/justice/civil/judicial-cooperation/index\\_en.htm](http://ec.europa.eu/justice/civil/judicial-cooperation/index_en.htm)

### **2.3. Mainstreaming**

Where applicable, projects funded under this call shall also seek to promote equality between women and men and the rights of the child. Consequently, when relevant, the applicant shall take the necessary steps to ensure that gender equality and child-related issues are taken into account by paying attention to the situation and particular needs of women and men and of children.

Projects funded under this call shall comply with the prohibition of discrimination based on any of the grounds listed in Article 21 of the Charter of Fundamental Rights of the European Union (the "Charter"), in accordance with and within the limits set by Article 51 of the Charter. Among others the Commission encourages applicants to promote equal employment opportunities for all its staff and team. This entails that the beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

Finally, all projects under this call shall respect and shall be implemented in line with the rights and principles enshrined in the Charter.

While planning their project and preparing their application, applicants should take into account these requirements and demonstrate in their proposal how these requirements will be respected at implementation stage. Beneficiaries will be required to detail in their final activity report the steps and achievements made towards meeting these requirements.

### **3. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 5 000 000 EUR.

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

### **4. EVALUATION PROCEDURE**

All applications are subject to an evaluation process involving five sets of criteria. To be awarded a grant, applications need to be evaluated favourably for all five sets of criteria. Applicants whose applications are rejected will receive a letter from the Commission stating the reasons for the rejection.

The evaluators will check whether the application complies with all the formal requirements (admissibility, exclusion and eligibility criteria).

Applications are furthermore subject to the verification of operational and financial capacity (selection criteria), and they will be evaluated on the basis of the award criteria mentioned in the call. For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether the applicant and partners have enough financial, human and operational resources to carry out the activities described in *Part B- Project Description and Implementation*.

For the evaluation of the award criteria the evaluators will assess the proposal on its merits against the award criteria, giving points to each proposal.

Proposals will be evaluated by an evaluation committee composed of Commission staff, except for the financial capacity check which will be performed by the Research Executive

Agency (REA). The committee may be assisted by external experts. The proposals will be evaluated solely on the basis of the criteria outlined below.

#### 4.1. Admissibility Requirements

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

- (a) Applications must be submitted no later than the deadline for submission referred to in section 8.
- (b) Applications must be submitted using the Electronic Submission System of the Participant Portal originally developed for the Horizon 2020 Research programmes,
- (c) Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied by all the compulsory Annexes and other documents requested for this call for proposals.

#### 4.2. Eligibility Criteria

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

##### 4.2.1. *Eligibility of the applicant and of the partners*<sup>13</sup>

Applicants and partners must comply with the following requirements:

- (a) **Legal status:** Applicants and partners must be legally constituted public or private organisations, or international organisations.

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot submit applications. They can be associated to an application, but their costs will not be co-financed.

Only legally constituted organisations can participate. Natural persons (private individuals) are not allowed to submit applications.

Affiliated entities, i.e. legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, shall take part in the action as partners in order to declare eligible costs.

- (b) At least one organisation in the partnership must be non-profit-organisation or public body.

‘**Non-profit organisation**’ can be

- 1) a legal entity that is by its legal form non-profit-making; or

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<sup>13</sup> For definitions of Applicant, Partner and Associate partner, please refer to section the Glossary of terms of the Guide for Applicants.

- 2) has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The provision that profits will not be distributed must be clearly stipulated either in the law or in the statutes of the organisation; decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature.
- (c) **Eligible country:** Applicant and partners must be legally established in an eligible country. This is not applicable for international organisations.

**IMPORTANT NOTE**

**Eligible countries<sup>14</sup>:**

⇒ the EU Member States, except for UK and DK<sup>15</sup>.

To prove these eligibility requirements, applicants will have to provide information and upload documents showing the organisations' legal status in the Beneficiary Register. This includes both the coordinator and the partners in case of a consortium. The information needs to be uploaded before the submission deadline.

**4.2.2. Eligibility of the application**

- (a) The EU grant requested cannot be lower than EUR 75 000. There is no upper limit.
- (b) Projects must not have started prior to the date of submission of the grant application.

Both national and transnational projects are eligible, and applications can be submitted by a single organisation or by a consortium.

**4.3. Exclusion Criteria**

**4.3.1. Exclusion from participation**

Organisations (i.e. applicant and partners) will be excluded from participating in this call for proposals if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

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<sup>14</sup> If, before the deadline for submission of proposals, other countries (EEA countries, candidate countries) join the programme, a notification will be placed on the call website informing applicants that organisations from such countries can participate as applicants or partners.

<sup>15</sup> **UK:** UK chose not to participate in the Justice Programme and therefore organisations established in the UK cannot submit an application nor be partners in this call for proposals under the Justice Programme.  
**DK:** DK does not participate in the Justice Programme. Therefore organisations established in DK cannot submit an application nor be partners in this call for proposals under the Justice Programme.

- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Financial Regulation)<sup>16</sup>.

#### **4.3.2. Exclusion from award**

Organisations (i.e. applicant and partners) will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 4.3.1.

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

### **4.4. Selection criteria**

#### **4.4.1. Financial capacity**

Applicants and partners must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding. Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects.

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<sup>16</sup> OJ L298, 26.10.2012, p.1.



Financial capacity check will be performed by the Research Executive Agency (REA). For the purpose of demonstrating its financial capacity, the applicant must provide the most recent closed financial statements of his organisation containing the balance sheet and profit & loss accounts. In case of an application submitted on behalf of a consortium, only the coordinator needs to submit this information. If the share of a grant requested by an organisation (applicant or partner) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. Both financial statements and the audit report must be uploaded in the Beneficiary Register when uploading the application package.

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

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

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

Please note that the financial capacity shall not be verified for public bodies or international organisations.

The Commission reserves the right to request financial documents also from partners.

#### **4.4.2. Operational capacity**

The applicant and the partners must have sufficient operational and professional capacities to implement the activities for which co-funding is requested. Organisations participating in several projects shall have sufficient operational capacity to implement multiple projects.

For the purpose of demonstrating its operational capacity, the applicant must upload CVs of key staff involved in the project (employed by the applicant and the partners), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project (see point 7.4. – List of required Annexes).

The applicant must also upload its annual technical/narrative reports for the last available year (see point 7.4. – List of required Annexes).

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

#### **4.5. Award criteria**

The award criteria aim to ensure the selection of projects with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner.

Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Applications will be assessed against the following criteria:

**(a) Relevance to the priorities of the call (30 points):**

Relevance of the action and its objectives to the priorities of the call for proposals, as described under section 2 of this call notice, relevance of the issues addressed by the project, contribution of the proposal to the priorities, and complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes. Every proposed action has to be based on a reliable needs assessment.

**(b) Quality of the proposed action (30 points):**

Quality shall be assessed in terms of the proposed methodology for implementing the activities; the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities.

The evaluation of the project's quality will also assess the strategy for monitoring the project implementation and the identification of risks and the measures to mitigate them; the proposed evaluation, including measures to assess the success of the activities and the indicators to be used; the identification of ethical issues and the proposed action to address them.

**(c) European added value of the project (20 points):**

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

Where national projects are eligible, projects which have a transnational impact will be more favourable assessed than projects whose scope is purely limited to one Member State.

**(d) Expected results, dissemination, sustainability and long-term impact (10 points):**

How appropriate are the expected results to achieve the objectives of the action<sup>17</sup>? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

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

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<sup>17</sup> To be distinguished from outputs which are produced with the resources allocated to the proposed action, e.g. training courses, conferences, leaflets.

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

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

Proposals not attaining an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully. Proposals not attaining a score of 21 points for the relevance criterion will not be considered for the award of a grant.

The award of each grant is subject to the conclusion of a Grant Agreement in writing. The preparation of the Grant Agreements for the selected applications generally involves a dialogue with the applicant concerning any necessary technical and financial adjustments and may require the applicant to provide additional data in the electronic system.

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of the projects that can be funded from the available budget. Therefore, the Commission reserves the right to set up a reserve list in addition to the award list. Proposals placed on the reserve list may receive funding should additional funding become available later. This typically happens if a selected project is cancelled or withdrawn or if grants are reduced during the budget review of selected projects. In this case the Commission will contact the applicant of the project ranked highest on the reserve list.

## **5. ADMINISTRATIVE AND FINANCIAL PROVISIONS**

### **5.1. Number of applications and grants per applicant**

#### Applications for several projects

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

The applicant may be awarded more than one grant under this call for proposals.

An organisation may participate as applicant, partner or associate partner in several applications.

#### Several applications for the same project

Only one application will be accepted and evaluated for any given project. In case there are several applications for the same project, the applicant will be asked to clarify which application shall be evaluated.

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

### **5.2. Start date and duration**

Projects should be scheduled to start after the Grant Agreement is signed. (See section 8 – Deadline and Timetable). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement.

Starting the project before the signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the project before the Grant Agreement is signed.

A project that has already started before the date the grant application was submitted is not eligible for funding (see section 4.2.2.b).

The initial duration of the projects should not exceed 24 months.

### **5.3. Financial provisions**

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

#### Contributions in kind

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

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

#### Non-profit rule

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

#### Sub-contracting and implementing contracts

If the beneficiaries have to conclude contracts with third parties in order to carry out a limited part of the activities, it shall justify this working method in the *Part B - Project Description and Implementation Form* and duly respect the rules set out in the Guide for Applicants, in the section on award of contracts. As a general rule, subcontracting shall be limited to 30% of the total eligible costs. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

#### Financial support to third parties

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

#### Estimated budget

In the Submission form part A applicants must provide a realistic and cost-effective budget. The estimated budget must be prepared in accordance with the provisions of the Guide for Applicants. When filling out the *consolidated Budget application*, applicants should indicate: per beneficiary and per cost heading, the global amount of costs they estimate necessary to carry out the project. These amounts should be based on a detailed and accurate estimation taking into account the relevant rules of eligibility described in the Guide for Applicants. These detailed estimations should be kept on file and may be requested by the Commission at any time before, during or after project implementation.

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

#### Activities in eligible countries

As a rule, the expenditure must relate to activities taking place in an eligible country. Any costs relating to activities undertaken outside of the eligible countries will normally be considered as out of scope of the funding programme and thus as non-eligible, as the funding programmes of DG Justice and Consumers concern internal EU policies. Only where the Beneficiaries can adequately justify that these activities are vital for the implementation of the project and maximise its European added value, and where they contribute to achieving the objectives of the funding programme, could such costs be accepted as eligible (subject to prior explicit approval by the Commission).

#### Grant Agreement

Grants awarded shall be governed by a written agreement. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

In case of projects involving partners, the coordinator will be requested to sign a multi-beneficiary grant agreement, while in case of a project involving only one organisation, the mono-beneficiary grant agreement will be used. More information is available in the Guide for Applicants.

The multi-beneficiary grant agreement template is published on the webpage of the call for proposals.

#### VAT

Please note that new rules concerning eligibility of VAT entered into force on 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

## **6. KICK-OFF MEETING & DISSEMINATION ACTIVITIES**

### **6.1. Kick-off meeting**

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

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

The meeting should be attended preferably by the project coordinator and the financial coordinator.

## **6.2. Dissemination activities**

During the project implementation, it could be envisaged that the beneficiaries are invited by the Commission to present their projects or their project results in seminars or conferences or to participate in study visits with other beneficiaries.

The applicants are therefore invited to include in their estimated project budget costs for return travel and subsistence for one overnight stay. Applicants should estimate that one representative of their organisation attends maximum two events of this kind.

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

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

Submitting an application **is only possible online** via the Electronic Submission System of the Participant Portal and before the call deadline.

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.

Information and guidance on how to register and submit an application and on the different parts of the application package (Submission forms Part A, Part B and Annexes) can be found in the Guide for Applicants available on the Participant Portal. Please note that if the application is submitted on behalf of a consortium, partners also need to register in the Participant Portal.

The Submission forms Part A, Part B and Annexes may not be modified after the deadline for submission. The functions allowing the uploading of completed application packages will be disabled at the deadline. However, applicants will be able to access the application they submitted at any time after the deadline.

Please note that, although the Electronic Submission System is able to deal with a lot of applications at the same time, it is advisable not to wait until the last moment to register on the system and submit an application. Applicants are advised to verify that their registration details in the Beneficiary Register are up-to-date. Contact details are uploaded directly into the Submission form Part A and, in case of a successful application, used when preparing the grant agreement.

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

## 7.2 Submission form Part A

Part A includes the administrative information and the estimated budget table.

## 7.3 Submission form Part B

Part B concerns the technical content of the proposal and constitutes the main description of activities that will be undertaken within the project. **The mandatory template must be used and uploaded in the Electronic Submission System in PDF format by the applicant.**

## 7.4 List of required Annexes

The mandatory templates for *Annex 1 –Associate Partner Declaration and Annex 4 - Indicators* will be available in the Electronic Submission System for downloading. No mandatory templates are set for the rest of the Annexes.

The Commission reserves the right not to take into account documents that were not requested or documents whose format has been changed.

**All the annexes must be uploaded in the Electronic Submission System in PDF format by the applicant. An application is considered complete only if all the necessary annexes have been provided. If no annex is provided, the application will be rejected right away.**

ANNEXES
Annex 1 - Associate partner declaration (if applicable)
Annex 2 - Curriculum vitae
Annex 3 - Annual Activity Report for the last available year
Annex 4 – Legal base indicators

Additional information and documents may be requested from applicants and partners.

## **8. DEADLINE AND TIMETABLE**

The **deadline for submitting proposals** via the Electronic Submission System system is

**19 January 2016, 17:00 Central European Time**

The indicative timetable for the various stages of the procedure is:

	<b>Stages</b>	<b>Timing</b>
1	Publication of the call	03 November 2015
2.	Opening of the call for submission	01 December 2015
2	Deadline for submitting applications	<b>19 January 2016, 17:00 CET</b>
3	Information to applicants on the results of the selection procedure	Indicative date: May 2016
4	Signature of grant agreements	Indicative date: July 2016

## **9. CONTACTS AND FURTHER INFORMATION**

Questions regarding the call may be sent by e-mail to the following functional email address:

[EC-JUSTICE-CALLS@ec.europa.eu](mailto:EC-JUSTICE-CALLS@ec.europa.eu)

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

Questions will be answered as soon as possible. **Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to.**

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

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

The Commission may contact the applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 2 of the Submission Form Part A, and may request an answer within a short deadline. **Please make sure that the e-mail address in the Submission Form Part A is correct.**

## **10. DATA PROTECTION**

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



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

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

- Commission Decision 2008/969 of 16.12.2008 on the Early Warning System, or Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database
- For more information see the Privacy Statement on:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

## **11. PUBLICITY BY THE COMMISSION**

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded:  
[http://ec.europa.eu/budget/fts/index\\_en.htm](http://ec.europa.eu/budget/fts/index_en.htm)

The Commission will publish the following information:

- name of the Beneficiaries;
- address of the Beneficiaries;
- subject of the grant;
- maximum amount awarded.

Upon a reasoned and duly substantiated request by a beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiary.

## **12. PARTICULAR ASPECTS OF PROJECT IMPLEMENTATION**

### **12.1. Dissemination strategy and communication tools**

Adequate communication and active dissemination of results is essential in ensuring the EU added value of the project and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships.

The proposal should provide in Part B a clear description of the dissemination and communication activities to be funded, including at least the following elements:

- **Communication needs and objectives:** What are the communication needs and objectives of the project?
- **Target groups and multipliers:** What are the target groups? Which stakeholders or other organisations could possibly be supporters and multipliers of the communication activities?

- **Key messages:** Which messages will the activities convey in order to meet the communication objectives? It is essential that the messages do not stigmatise any specific group (for example ethnic minorities). It is also encouraged not to reproduce or spread gender stereotypes.
- **Distribution channels/tools:** Which channels/tools will be used to convey the messages to the target groups and multipliers?

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

## **12.2. Monitoring and evaluation of the activities**

A monitoring strategy is to be established for a continued and informed steering of project implementation. The monitoring strategy aims to ensure that the project is implemented as planned, and that potential risks don't materialise or are appropriately addressed. It is therefore also important to identify potential risks and measures to mitigate them when planning the project.

Moreover, every project should provide for an evaluation, ideally by somebody who is not implementing the project. The application should indicate:

- How the project activities, the outputs and the results shall be evaluated, and by whom;
- The list of quantitative and qualitative indicators that will be used to measure the reach and coverage of the project activities and project results;
- What data will be collected, according to what method and at what moments, including feedback from project participants (satisfaction surveys, evaluation forms, etc);
- How findings will be analysed and reported and how they will be used.