

Frequently Asked Questions - Call 118/6/ENT/CIP/13/NO1C06

Q1 : Our NGO is ready to apply to your call = COSME – 118/6/ENT/CIP/13/NO1C06 = and we have some questions : Our partners can be members of E.U. ? Must Our partners be Non profitable to participate in our consortium?

A1 : According to section 5 of the Call text, CIP countries are eligible, and these include all EU Member States. In addition, applicants must comply with other eligibility criteria specified in section 5, notably, applicants must correspond to the definition of the target organisations: "any public or private entity whose activities involve transfer of business". This means that partners can be profit-making organisations but as specified in section 5.2: "Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible."

Q2 : Concerning the call on business transfer (deadline: 5th March) we have a doubt: as expert on this topic some partners from all around Europe are inviting us (as partner, not as application/coordinator).

A2 : According to Section 5.1 and section 2.3 of the call on Requirements applicable to all priority areas the participation of the same partner in more than one proposal is excluded, therefore applicants are encouraged to take the necessary measures to ensure that partners will not participate in several proposals. This means that your organisation may be a partner (as lead partner or partner in the consortium in only one project.

As regards subcontracting, the participation in two projects, one as partner and the other one as subcontractor, is in itself not excluded. However, we point to the requirements regarding subcontracting: (in section 4.4 of the call it is stated that It is not necessary to have already selected subcontractors at the time the proposal is submitted.) The beneficiary must ensure that the contract is awarded to the bid offering best value for money or the lowest price (as appropriate) , avoiding conflicts of interests and retain the documentation for the event of an audit. Costs of contractors not selected in accordance with the applicable rules for procurement will not be eligible.

This means that at the stage of submitting proposals, subcontractors are usually not known but they need to be selected following procurement rules applicable in the country when subcontracting activity will be carried out.

Furthermore, in the same section it is stated that:

- Subcontracting may only cover the implementation of a limited part of the action up to 30% of the eligible costs.

- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- The proposal should clearly identify the subcontracted activities.

Please note that the beneficiary(ies) should have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted to consultants.

Q 3 : Could any staff of the institution participating in this programme participate in another programme from the European commission at the same time? Section 4.2.3. Non eligible costs includes "participation by any staff of the institution in actions receiving grants" I would like to clarify if it is forbidden that any staff of the institution participating in other programmes receiving any grants (even from national entities), participates at the same time in this programme.

A3 : Under Section 4.1 of the Call, it is mentioned that "In no circumstances shall the same costs be financed twice by the Union budget. Applicants have to inform the Commission immediately of any multiple applications and multiple grants relating to the same action. The applicant shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place." If staff members are participating in different projects during their working hours this should be reflected on their timesheets, clearly indicating time spent on the different projects.

Q4 : Could we introduce in a proposal for the Transfer of business program, as part of the project, a trial with real users (business sellers or buyers) to validate the proposed methodology?

A4 : Information on activities envisaged is available in section 2 "Objectives of the Call" in the Call text, described more specifically under priority area b). As the main objective under this priority is to propose a set of standards related to the functioning of the buyer-seller platforms, you can include the trial with real users of the platform to test the methodology but you are not supposed to finance the establishment of a new buyer-seller platform as such.

Q5 : The Guide for applicants and the call itself define clearly the eligibility conditions; however the financial conditions and the type of eligible costs for an Affiliated partner are unfortunately not as clear.

Please could you provide a clarification as to :

- 1) What is the max (if any) budget for an affiliated partner?.*
- 2) What costs categories can be included?*
- 3) What type of justification must be carried out by the affiliated partner?*
- 4) If an affiliated partner wants to self-finance all internal costs*

and only wants to request financing for external expenses (ie their budget would only be dedicated to cover the travel costs/perdiems of participating experts) would this suppose any difficulty in the TOB framework.

A5 : There are no indications as regards the maximum budget or categories of costs that are specific to the work carried out by the affiliated entities. The costs made by affiliated entities can be eligible, provided that:

- the entities fulfil the eligibility and non-exclusion criteria (see sections 5.1 and 6 of call text) (as well as selection criteria in case of sole beneficiaries)
- the entities concerned and their work are clearly identified in the project proposal;
- the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs (please see section 4.2) as well as to rights of checks and audits by the Commission, OLAF and the Court of Auditors.

Furthermore, in a project proposal it needs to be indicated how a given entity is affiliated to a beneficiary, ie. what is the structural link between them.

Q6 : We are trying to find partner for collaboration under this cfp, but it is impossible to find potential opportunities.

Please, may you have any contacts or database about potential partners?

A6 : We do not have at our disposal a database of potential partners established for the topics covered by this CFP.

Q 7 : In our proposal partners are from Finland (lead partner), France (partner), Spain (partner), Croatia (partner) and Lichtenstein (partner) – priority c. Is this OK?

A 7 : As regards the composition of consortia for this call, please refer to the point 2.3 of the call text where the criteria applicable to project proposals under all priority areas of the call are indicated. You may also consult section 5.1 concerning eligibility of applicants.

Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal is the exclusive competence of an appointed evaluation committee. Such committee can under no circumstances perform its duties prior to the submission of proposals. Our reply to your questions has to be considered as a clarification of the published call for proposals document and under no circumstances as an assessment of parts of a proposal.

Q 8: May I ask you information about submission and tasks required to participate to programme 118-G-ENT-CIP-13-E-NO1C06, Business of transfer? I request my login but I would like to know if post sent is also permitted.

A 8: As stated in Section 9 of the call, ONLY electronic submission is permitted. The deadline to submit application is 5 March 2014 by 17.00 hrs (Brussels local time). Applications sent by post will NOT be taken into consideration.

The priority areas of this call, expected deliverables and composition of consortia are described in section 2 of the call text. Before submitting your application, please also consult sections 4, 5 and 6 where you can find detailed information about the eligibility of applicants, eligible costs and exclusion criteria.