



Answers to requests for clarifications
Call for proposals

Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel

75/G/ENT/CIP/13/B/N03S01

<p><u>Question 1</u></p>	<p>Concerning the call for proposals Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel - 75/G/ENT/CIP/13/B/N03S01, I would like to ask you if private and public universities can participate as applicants in the call.</p> <p>The reason why I am asking about the participation of public universities is because in the text of the call it is mentioned that:</p> <p><i>“Other Stakeholders: European, national and/or regional level private stakeholders may also participate as lead organisations (coordinator) and/or partners provided that they qualify under at least one of the following categories”,</i> and one of the categories include Universities, Research Centres, academic training/education establishments. Does this mean that only private universities can participate?</p>
<p><u>Answer 1</u></p>	<p>In the call text, for the definition of the "Other Stakeholders" (Chapter 5.1), the word "private" has been deleted.</p> <p>The corrected version of the call text is available since 11 July 2013.</p>
<p><u>Question 2</u></p>	<p>My organisation is interested to take part, as co-beneficiary, to your call for proposals "tourism for seniors".</p> <p>We would like to get in touch with potential lead partners.</p> <p>Will you organise an infoday on the call? Would you have a list of organisations who showed an interest in your call or any mean to contact potential lead partners?</p>
<p><u>Answer 2</u></p>	<p>A list of organisations looking for partners in order to present proposals to the subject call will be shortly published and shall be updated on a regular basis.</p> <p>If you wish to be included in the list, please send the document "Form for organisations looking for partners" duly filled in to the call's mailbox.</p> <p>You will find the document to be filled in and the list of organisations looking for partners in section "Additional documents" of the Participant Portal.</p> <p>On the other hand, no info day has been foreseen for this call</p>
<p><u>Question 3</u></p>	<p>We are working in order to submit a proposal on the above Call, as far as the co-financing form, among the beneficiary's <u>own</u> resources, can the cost of internal staff be</p>

	<p>considered eligible?</p> <p>In affirmative case, can also SME's choose that form?</p>
<u>Answer 3</u>	<p>Co-financing of the action or of the work programme may take the form of:</p> <ul style="list-style-type: none"> – the beneficiary's own resources, – income generated by the action or work programme, – financial contributions from third parties. <p>The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs).</p> <p>The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.</p>
<u>Question 4</u>	<p>can you tell me whether applicants for the Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel 75/G/ENT/CIP/13/B/N03S01 to be family farms?</p>
<u>Answer 4</u>	<p>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.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text)</p>
<u>Question 5</u>	<p>I was just going through your website in order to check the different grant possibilities to start-up a European business while I found out about this call to improve low-season tourism & encourage senior citizens to travel.</p> <p>I have an ambitious business project to develop a unique new concept linked to this call and I would really appreciate to have the possibility to meet with you and discuss it further.</p> <p>I have been working in the international tourism industry for the last 15 years, in hospitality, tour operating and for an airline since 2010. I am Belgian citizen and I have been living in Dublin for the last 5 years.</p> <p>I am looking forward to hearing back from you</p>
<u>Answer 5</u>	<p>Please note that contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions only:</p> <p><u>Before the final date for submission of proposals,</u></p> <ul style="list-style-type: none"> – At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call. – Any requests for additional information must be made in writing only to the coordinates stated below. – The Commission may, on its own initiative, inform interested parties of any error,

	<p>inaccuracy, omission or other clerical error in the text of the call for proposals.</p> <p>Any additional information including that referred to above will be published on the internet in concordance with the various call for proposals documents</p> <p>I therefore regret to inform you that a meeting cannot be organized with you.</p>
<u>Question 6</u>	<p>In the call text under 5.1 Eligible Applicants, it is mentioned that “the participation in the consortium of a Local Governmental Authority LGA” will be considered as an asset.</p> <p>What is the definition of this LGA target group? Footnote 9 only refers to the area from which the LGA must come, i.e. NUTS level 3. So, could a National Tourism Organisation (which is considered to be a Public National Governmental Authority - PNGA) and which is established in a NUTS level 3 area be considered as a LGA too (local governmental authority)? As such, can one organisation fulfil both the PNGA and the LGA criteria at the same time? Or does it have to be 2 different entities fulfilling these 2 criteria separately?</p>
<u>Answer 6</u>	<p>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.</p> <p>Concerning the definition of a Local Governmental Authority, the call text is very clear :</p> <p>By “• Local Governmental Authorities” it has to be intended -for the purposes of this call- any territorial unit classified as NUTS (Nomenclature of territorial units of statistics) of level 3.</p> <p>The list of NUTS3 authorities is available at</p> <p>http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction</p>
<u>Question 7</u>	<p>I AM TRYING TO FIND ANY PREVIOUS SUCCESSFUL PROJECTS FOR THE CALL : FACILITATING TRANSNATIONAL LOW SEASON TOURISM EXCHANGES IN EUROPE ENCOURAGING SENIOR CITIZENS TO TRAVEL.</p> <p>CAN WE FIND ANYTHING ONLINE? IS IT ANY DATABASE TO SEARCH FOR THIS? ANY PREVIOUS CALL PROJECTS?</p>
<u>Answer 7</u>	<p>Information regarding the previous Call for Proposals on Facilitating transnational low season tourism exchanges in Europe is published on the DG Enterprise and Industry Web site for tourism under the headings Other useful resources/Documents/Contracts & Grants/Call for Proposals http://ec.europa.eu/enterprise/sectors/tourism/index_en.htm</p> <p>Furthermore, a summary of all the Calypso co-funded projects is available in PDF format at the DG Enterprise and Industry Web page for tourism under the following link:</p> <p>http://ec.europa.eu/enterprise/sectors/tourism/calypso/activities/index_en.htm</p>
<u>Question 8</u>	<p>I have a question regarding this point of the call:</p> <p><i>“Non-cumulative award</i></p> <p><i>Each action may give rise to the award of only one grant from the budget to any one beneficiary.</i></p> <p><i>In no circumstances shall the same costs be financed twice by the Union budget.</i></p>

	<p><i>Applicants have to inform the Commission immediately of any multiple applications and multiple grants</i></p> <p><i>relating to the same action. The applicant shall inform about sources and amounts of EU funding received or</i></p> <p><i>applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for</i></p> <p><i>their functioning during the financial year in which the action takes place.”</i></p> <p>Could you confirm me the meaning of that? That means that one organization could not be an applicant to the Call in two different Consortiums? Or on the contrary, for example, could XXXX submit the Call in two different Consortiums being in charge of the promotion work package in both if the promotional activities are different?</p>
<p><u>Answer 8</u></p>	<p>It is possible to participate as a partner in more than one project under this call.</p> <p>However, you can only apply for one project as a "lead organisation".</p> <p>Please note that in no circumstances shall the same cost be financed twice by the Union budget.</p>
<p><u>Question 9</u></p>	<p>chciałabym wiedzieć, jak osoba będąca seniorem może skorzystać z tej formy turystyki. Jakie są warunki korzystania z oferty “turystyka dla seniorów” oraz kryteria uznawania kogoś za seniora (czy tylko określony wiek? jaki?). I jakie ta turystyka daje możliwości? Jak przedstawia się od strony finansowej?</p>
<p><u>Answer 9</u></p>	<p>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.</p> <p>We want to draw your attention that it is up to the applicant to propose an adequate mechanism to facilitate transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel.</p> <p>In that sense, please read carefully the Call text. Applications must comply the specific requirements set out in the text (section 2.2.) which states that "(...)for the purpose of this Call, seniors are considered as persons from 55 years old and over and defined in wide sense (this list is not exhaustive): individuals/groups/couples; seniors with difficulties to travel alone; seniors with their grandchildren; seniors who have common interests and hobbies(sporting activities, photography, painting, mushroom-picking, etc...); seniors who want to learn other languages, increase their knowledge of cultural aspects of people from other countries (food, traditions, craftwork, etc.)".</p> <p>Regarding the financial side, please, we recommend you to read section 4.1 of the Call text (EU Financing) and the Guide for Applicants, especially section VI part B (External Co-Financing - Form B3) and section VII part B (Budget -Forms B1-B2).</p>
<p><u>Question 10</u></p>	<p>1. you say that applicants must be consortium between 4-8 partners covering at least 4 EU countries. That means if we are consortium of 4 partners, each should be from a different state?</p> <p>2. you say that exchanges of seniors must involve at least 2 different countries. Is that mean that we have to make migrations of senior tourist between countries in which we</p>

	<p>have a partner, or that could be a different EU country? Also is it enough that we transfer senior guests between country of our tour trip - for example we transfer Italian seniors from Italy to France and viceversa - France seniors from France to Italy?</p>
<p>Answer 10</p>	<p>1. We kindly refer to section 5.1. (Eligible Applicants) and section 2.2. (Specific Requirements).</p> <p>Those 2 sections specify that:</p> <ul style="list-style-type: none"> • <i>the consortium must be composed by a minimum of 4 and maximum of 8 partners, including the coordinator,</i> • <i>i.e. 4 to 8 different legal entities mentioned separately in the grant agreement, having duly filled in A2 form (please, see Guide for Applicants in Section II Part A "Proposal Summary"),</i> • <i>and having tasks clearly defined in the technical proposal and the budgetary annex (please, see Guide for Applicants, Section V Part B "Description of the Action" – From B6 and Section VII "Budget" – Forms B1 and B2),</i> • <i><u>covering at least 4 different European countries</u> as listed in section 5.1 "Eligible applicants" of the Call text. (It will be seen as an additional asset and added value positively affecting the assessment of the project proposal: if the consortium covers more than 4 countries and there is an appropriate balance among public and private entities).</i> <p>For the purpose of this Call for Proposals, section 5.1. of the Call text states that <u>eligible countries</u> are:</p> <p>(1) <i>EU 27 Member States.</i></p> <p>(2) <i>European Free Trade Association countries (EFTA) which are members of the European Economic Area (EEA) in accordance with the conditions laid down in the EEA Agreement: Norway, Iceland,</i></p> <p><i>Lichtenstein.</i></p> <p>(3) <i>Other countries participating in the Entrepreneurship and Innovation Programme of the CIP: Croatia, the Former Yugoslav Republic of Macedonia, Turkey, Serbia, Montenegro, Albania and Israel.</i></p> <p><i>Participation of partners from other countries is allowed – if relevant for the project - but it will not be considered as concurring to the eligible costs, nor as concurring to satisfy the minimum consortium</i></p> <p><i>requirements stated in points 5.2. (This means that these additional countries will not be considered for verifying the eligibility criteria 5.2 (1) – consortium gathering a minimum of 4 partners from 4 different countries.</i></p> <p><i>Countries which will be considered for verifying these criteria will only be the ones covered by point 5.1 (1,2,3)).</i></p> <p>We confirm that, if there are only 4 partners in the consortium, each partner shall be from a different country (as described above).</p> <p>2. The Call text requires in section 2.1 (Specific Objectives), objective number b) "to develop innovative and sustainable transnational tourism package(s) for seniors, aiming at increasing tourism flows in Europe off-season, <u>involving at least two countries</u>, and carry out an appropriate number of pilot tests to assess it(their) effectiveness within the EC cofinanced period".</p>

	<p>Also section 2.2. of the Call text (Specific Requirements) refers to the mandatory need to propose a model or mechanism for transnational exchanges which <i>"<u>must involve at least 2 different countries</u>", but "coverage of more than two countries will be considered as an advantage, as well as the inclusion in the package of long-haul travels (based for example on facilitation of tourism flows between North and South Europe or East and West Europe"</i>.</p> <p>We want to draw your attention on the fact that the Call text (referring to the requirement to the minimum of 2 countries) doesn't specify which countries should be involved in the tourism flows/exchanges of seniors and just underlines the minimum required, provided these countries are under the provisions of section 5.1. on eligible countries.</p> <p>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.</p>
<p><u>Question 11</u></p>	<p>Having recognized the call for proposal with the ID-No. 75/G/ENT/CIP/13/B/N03S01, we are interested in launching a project. Concerning the requirements we would like to address two questions:</p> <ul style="list-style-type: none"> • Shall the project consortium incorporate partners of 4 or 2 European countries? <p>The question occurs because of the two text passages in the RevisedCallText_EN: " The project must be carried out through a consortium between minimum 4 to maximum 8 partners (i.e. 4 to 8 different legal entities mentioned separately in the grant agreement) covering at least 4 European countries as described in point 5 of this Call." (see p. 8) " The proposed model or mechanism for the tourism exchanges for seniors must involve at least 2 different countries." (see p. 9)</p> <ul style="list-style-type: none"> • The project shall propose a model or mechanism for transnational exchanges of senior travelers. Does it mean that tourism flows have to be implemented in both directions from both nationalities or would it be enough to foster tourism flows from only one country into the other one?
<p><u>Answer 11</u></p>	<p>1. We kindly refer to section 5.1. (Eligible Applicants) and section 2.2. (Specific Requirements).</p> <p>Those 2 sections specify that:</p> <ul style="list-style-type: none"> • the consortium must be composed by a minimum of 4 and maximum of 8 partners, including the coordinator, • i.e. 4 to 8 different legal entities mentioned separately in the grant agreement, having duly filled in A2 form (please, see Guide for Applicants in Section II Part A "Proposal Summary"), • and having tasks clearly defined in the technical proposal and the budgetary annex (please, see Guide for Applicants, Section V Part B "Description of the Action" – From B6 and Section VII "Budget" – Forms B1 and B2), • covering at least 4 different European countries as listed in section 5.1 "Eligible applicants" of the Call text. (It will be seen as an additional asset and added value

positively affecting the assessment of the project proposal: if the consortium covers more than 4 countries and there is an appropriate balance among public and private entities).

For the purpose of this Call for Proposals, section 5.1. of the Call text states that eligible countries are:

(1) EU 27 Member States.

(2) European Free Trade Association countries (EFTA) which are members of the European Economic Area (EEA) in accordance with the conditions laid down in the EEA Agreement: Norway, Iceland, Lichtenstein.

(3) Other countries participating in the Entrepreneurship and Innovation Programme of the CIP: Croatia, the Former Yugoslav Republic of Macedonia, Turkey, Serbia, Montenegro, Albania and Israel.

Participation of partners from other countries is allowed – if relevant for the project - but it will not be considered as concurring to the eligible costs, nor as concurring to satisfy the minimum consortium requirements stated in points 5.2. (This means that these additional countries will not be considered for verifying the eligibility criteria 5.2 (1) – consortium gathering a minimum of 4 partners from 4 different countries.

Countries which will be considered for verifying these criteria will only be the ones covered by point 5.1 (1,2,3)).

See correct Q&A no 27

2. Please consider that the aim of the present call is facilitating transnational low season tourism exchanges in Europe, encouraging senior citizens to travel. In this regards, the project shall propose a model of exchanges which involves at least 2 countries, fostering tourism flows in low season in both directions.

Question 12

1. Under section “2.1 Specific Objectives” of the call text, objective b) is entitled as “*to develop innovative and sustainable transnational tourism package(s) for seniors, aiming at increasing tourism flows in Europe off-season, involving at least two countries, and carry out an appropriate number of pilot tests to assess it(their) effectiveness within the EC cofinanced period*”.

Please clarify the “carry out an appropriate number of pilot tests to assess their effectiveness within the EC co-financed period” part of the objective. What would actually entail a pilot test and its effectiveness assessment?

2. Maximum budget allocated for EU financing under this call is €1,000,000.00, while a maximum of 4 projects will be co-financed. How can the maximum EU financing amount per project then be €340,000.00? Shouldn't this be €250,000.00? Or should we then be planning our proposal budget accordingly, so that the total EU financing amount for our project should be around €250,000.00? Please clarify.

3. Under section “4.2.1 Eligible Direct Costs” of the call text, it is mentioned that the standard number of productive hours shall be equal to 1,575. Our organisation's standard number of annual productive hours amounts to a total of 1,524 (on average 7.25 hours for a total of 210 productive working days per year) and this is the number of hours we always use in our involvement in other EC financed projects. If we now adopt the 1,575 hours, then it means that we will give a false indication of our hours and also we are not being consistent with what we've always used and we are still using in other EC projects. As such, in our budgetary forms is

	<p>it obligatory that we use the 1,575 hours or is this simply an indicative number? Please advise how we should proceed on this matter.</p>
<u>Answer 12</u>	<p>1. Please note that objective 2.1 has to be considered as part of the general objective of the call (see chapter 2. Objective of the call), aiming at further specify how to create innovative tourism packages for seniors, which will be available and sustainable after the EU co-financed period.</p> <p>In this respect we ask to applicants to provide some concrete examples of packages, which will be assessed within the EC co-financed period as pilot tests to increase tourism flows.</p> <p>2. The amount of € 340,000.00 is the maximum amount which can be granted for each application. As this is a maximum, it could be possible to have 4 selected proposals with EU contribution with a lower amount. There is therefore no contradiction in the call text and you should not adapt your proposal as long as you remain below a requested EU contribution of € 340,000.00.</p> <p>3. The standard number of productive hours of 1,575 is only applicable to SME owners and other natural persons who do not receive a salary. For all the other eligible applicants, you must use the actual figures.</p>
<u>Question 13</u>	<p>Concerning the call for proposals Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel - 75/G/ENT/CIP/13/B/N03S01, I would like to ask you if a subcontractor can be indicated in the first phase of drafting of the project proposal (in Annex 0 ?).</p>
<u>Answer 13</u>	<p>Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme as described in the proposal. Such contracts must satisfy the conditions applicable to any implementation contract and, in addition, the following conditions:</p> <ul style="list-style-type: none"> - <input type="checkbox"/> Subcontracting may only cover the implementation of a limited part of the action up to 25 % of the eligible costs. - <input type="checkbox"/> It must be justified having regard to the nature of the action and what is necessary for its implementation; - <input type="checkbox"/> The proposal should clearly identify the subcontracted activities <p>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.</p>
<u>Question 14</u>	<p>We are in a process of writing a project proposal for the EC call “Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel”</p> <p>One of the criteria is that we should have partnerships in 4 countries</p> <p>As you know, Belgium is divided in 3 regions.</p> <p>For this reason we were wondering if it is allowed that we write the project proposal if the region of Flanders and not Belgium is covered as leading partner/organization</p> <p>As I know from previous EC calls that sometimes the call specifies the need of covering a EU country and not a region</p>

<p><u>Answer 14</u></p>	<p>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.</p> <p>Concerning your question, please refer to chapter 5.1 of the call text :</p> <p>The consortium must be composed by a minimum of 4 and maximum of 8 partners, including the coordinator (i.e. 4 to 8 different legal entities mentioned separately in the grant agreement, having duly filled in A2 form and having tasks clearly defined in the technical proposal and the budgetary annex) covering at least 4 different European countries as listed in section 5.1 "Eligible applicants".</p> <p>The list of the EU Member States can be found at :</p> <p>http://europa.eu/about-eu/countries/index_en.htm</p>
<p><u>Question 15</u></p>	<p>We are interested in submitting a proposal under the call mentioned in subject but would like to query whether the transnational tourism packages for seniors should have a specific theme to adhere to by all the partnering countries amongst the targeted offers mentioned (spa and medical tourism, wellness, rural and agro-tourism, cultural, industrial, historical and natural heritage, sports, pilgrimage, etc) Can the itinerary provide different offers within the exchanging countries?</p> <p>We have noted that EFTA countries can also participate in the project partnership and would also be eligible to receive co-financing, however, the call document mentions Liechtenstein, Iceland and Norway with the exclusion of Switzerland. Could you kindly clarify whether Switzerland can partner and be eligible for co-financing under this call?</p>
<p><u>Answer 15</u></p>	<p>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.</p> <p>The specific objective set on section 2.1. letter b) of the Call text only refers to the development of <i>"innovative and sustainable transnational tourism package(s) for seniors, aiming at increasing tourism flows in Europe off-season, involving at least two countries, and carry out an appropriate number of pilot test to assess it(their) effectiveness within the EC co-financed period"</i>, which is a mandatory core objective according to section 2.2. (specific requirements).</p> <p>We draw your particular attention to the following paragraph of this section 2.1. b) of the Call text: <i>"(...) To achieve this objective, the proposal <u>might include activities such as to (non-exhaustive list provided only for general reference)</u>(...)"</i>. For the purpose of this Call for proposals, this list is not mandatory and provides applicants a guidance to develop the above mentioned transnational tourism package(s) for seniors, without any mandatory mention to the specific offers.</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for an applicant to be considered eligible. Section 5.1. states that <i>"applications from legal entities established in one of the following countries are eligible: (...) (2) European Free Trade Association countries (EFTA) which are members of the European Economic Area (EEA) in accordance with the conditions laid down in the EEA Agreement: Norway, Iceland, Lichtenstein.</i></p>

	<p>On the other hand , the next paragraph clarifies that "<u><i>Participation of partners from other countries is allowed – if relevant for the project - but it will not be considered as concurring to the eligible costs, nor as concurring to satisfy the minimum consortium requirements stated in points 5.2. (This means that these additional countries will not be considered for verifying the eligibility criteria 5.2 (1) – consortium gathering a minimum of 4 partners from 4 different countries. Countries which will be considered for verifying these criteria will only be the ones covered by point 5.1 (1,2,3))</i></u>".</p>
Question 16	<p>My name is XXXXX and I am the project manager for YYYY and ZZZZ. Both companies are part of the European Economic Interest Group: XXXXX, but are separate legal entities.</p> <p>Since for the call for proposals 75/G/ENT/CIP/13/B/N03S01 I have 2 projects which are in line with the specific objectives, I was wondering if I can present one of the projects with YYYY and one with ZZZZZZ. The two companies are different legal entities, but the General Manager is the same and I am the EU Project Manager for both. Is there any problem?</p>
Answer 16	<p>Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal at this stage.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>Applicants may participate in more than one project provided that one applicant can have the role of lead organisation (coordinator) in only one project</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for an applicant to be considered eligible.</p> <p>As indicated in the call text (chapter 5.1) :</p> <p style="padding-left: 40px;">"applicants are to be understood as any potential co-signatory of the future grant agreement subject to this call".</p> <p>And</p> <p style="padding-left: 40px;">"Applicants must correspond to the definition of the following target organisations:</p> <p style="padding-left: 80px;"><i>Public National Governmental Authorities</i></p> <ul style="list-style-type: none"> • Public National Governmental Authority (namely: Ministry, State Secretariat) responsible for Tourism or any other field related to the object of this call for proposal; • National Tourism Organisations (NTOs) in charge of national tourism promotion. <p style="padding-left: 80px;"><i>Public Regional Governmental Authorities</i></p>

	<ul style="list-style-type: none"> • Public Regional Governmental Authorities^[1] in charge of tourism and/or the field relevant to the object of this call for proposal; • Regional Tourism Organisations in charge of regional tourism promotion. <p><i>Local Governmental Authorities</i></p> <ul style="list-style-type: none"> • Local Governmental Authorities^[2] (or their associations or consortia) in charge of tourism or any other field related to the object of this call for proposal <p><i>Other Stakeholders</i></p> <p>European, national and/or regional level stakeholders may also participate as lead organisations (coordinator) and/or partners provided that they qualify under at least one of the following categories:</p> <ul style="list-style-type: none"> • Umbrella associations representing a specific tourism related sector (travel agents, tour operators, tourism accommodations, transport, destination management companies, unions, consumers, etc); • Chambers of commerce and industry and their umbrella associations; • Not-for profit/Non-governmental organisations, civil society organizations, foundations, think-tanks, federations of public or private bodies, whose core activity falls within the tourism field; • Universities, Research Centres, academic training/education establishments; • Private SMEs, business associations and organisations whose core activity falls in the field of tourism. <p>In all above cases, the onus will be on the applicant to demonstrate that they fully respect the requirements set in the call".</p>
<p>Question 17</p>	<p>I would like to ask a clarification concerning the call for proposal in the Object.</p> <p>In the call it's mentioned that the co-financing of 30% shall take the form of:</p> <ul style="list-style-type: none"> - the beneficiary's own resources, - income generated by the action or work programme, - financial contributions from third parties.

[1] By "Public Regional Governmental Authorities" it has to be intended - for the purposes of this call- any territorial unit classified as NUTS (Nomenclature of territorial units of statistics) from level 0 to level 2 inclusive. For more information about the NUTS classification, please check http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction

[2] By "Local Governmental Authorities" it has to be intended -for the purposes of this call- any territorial unit classified as NUTS (Nomenclature of territorial units of statistics) of level 3. For more information about the NUTS classification, please check http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction

	<p>Then in the document "QuestionsAnswers_EN_senior" downloaded by the program website the Answer to Question 3 report "The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs). The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action."</p> <p>So I understand that the staff cost of beneficiary should be calculated inside the 70% of EU funded budget.</p> <p>Now I'm wondering if with "beneficiary's own resources" it's meant only contribution in cash or there is another way to cover the 30% of "own resources"?</p>
<p><u>Answer 17</u></p>	<p>Co-financing of the action or of the work programme may take the form of:</p> <ul style="list-style-type: none"> the beneficiary's own resources, income generated by the action or work programme, financial contributions from third parties. <p>The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs).</p> <p>The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.</p> <p>The staff costs must therefore be reported in the total costs; the EU contribution will amount to a maximum of 70 % of the eligible costs.</p>
<p><u>Question 18</u></p>	<p>I have some questions to ask you before submitting the call for proposal.</p> <p>1 - We are building the partnership of the project. Neither of applicants have within their staff a person having the function of Project Manager. How can we involve a Project manager considering that it isn't possible to sub-contract this function?</p> <p>2- As written in the Call for proposal, Co-financing of the action can take form of the beneficiary's own resources. Is it possible to use own staff resources, in order to cover co-financing?</p>
<p><u>Answer 18</u></p>	<p>Please note that the Commission services cannot, for reasons of equal treatment, assess the eligibility of a proposal or an applicant at this stage.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>Our reply to your questions has to be considered as a clarification of the published call for proposals documents.</p> <p>1. As indicated in the guide for applicants (page 18)</p>

the **costs of personnel** (staff costs) working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract (in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
- (ii) the result of the work belongs to the beneficiary; and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

2. Co-financing of the action or of the work programme may take the form of:

the beneficiary's own resources,

income generated by the action or work programme,

financial contributions from third parties.

The co-financing may therefore not take the form of contributions in-kind (see also chapter 4.2 Eligible costs).

The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.

Question 19

I'm about to register my organization in the URF to get the PIC and submit a proposal under the call "Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel 75/G/ENT/CIP/13/B/N03S01."

I'm writing to kindly ask you if you can send us the Annexes B1/B2 Budgetary Forms and Annex B6 Description of the proposal in word so that we can start working on them while we complete the registration of our organization into the system.

Other questions :

(1)concerning the calculation method for indirect costs to be chosen when registering an organization into Unique Registration Facility system. I read the various options among applicants can choose (*Indirect cost method; Real indirect costs; Simplified method; Specific flat rate of 60%; Standard flat rate; The flat rate is 20%*). I also read in the Guide page 19 that the call rule is that indirect costs can be max 7% of direct costs whether calculated analytically or as a flat rate. For a partner that does not have previous experience in FP7 and that do not report indirect costs analytically, is it correct to choose as indirect costs option *Standard flat rate* ?

(2)in the Guide from page 11 there are explanations on forms B4-B9 and other documents to be provided. For many of them the Guide states that "*For applicants requesting an EU contribution of € 60.000 or lower, the form does not have to provided*". Does the limit of € 60.000 is per single partner or on the overall project budget.

(3)the Guide page 12, in relation to the documents to be provided in support of financial capacity, quote mitigating measures to insufficient economic and financial capacity to be

	<p>taken. <u>Do this measure have to be taken at application stage or upon Commission request in case of selection? Moreover, what does it mean by “proposal for a rescheduled of the payment scheme for the action, in particular a reduction of the pre-financing”</u></p>
<p><u>Answer 19</u></p>	<p>Further to your e mail, I wish to inform you that all the templates are available in the electronic submission system (SEP).</p> <p>Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>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.</p> <p>(1) The choice of the indirect costs calculation is left to the applicants; there is no better option for a partner with or without previous experience in FP7</p> <p>(2) Concerning the threshold of 60.000 € for grants :</p> <p style="text-align: center;">All Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the Exclusion Criteria Form (B4)</p> <p><u>Exception:</u> For low value grants, for an amount lower or equal to EUR 60.000, no declaration on exclusion criteria should be provided <input type="checkbox"/> the threshold <u>applies for the whole project/proposal</u></p> <p>(3) If an applicant shows insufficient economic and financial capacity, it can be proposed after the selection and before the signature of the grant agreement to reschedule the payment scheme of the EU contribution. The normal schedule is a payment of a pre-financing of 50 % of the EU contribution after signature of the grant agreement and a payment of the balance after completion of the action. A mitigating measure could be, for instance, to reduce the amount of the pre-financing to 20 %.</p>
<p><u>Question 20</u></p>	<p>We are considering submitting a proposal for the call mentioned above. It seems very interesting indeed, and we have reunited a number of international partners which are all highly motivated and directly concerned by the theme of the proposal.</p> <p>However, we have some questions :</p> <p>1. The consortium</p> <ul style="list-style-type: none"> - One of our partners would be XXXXXXXXXXXX. Obviously, this is not a SME. Could they still be considered an eligible member of the consortium? One of the other partners would be a SME (a coach operator) - One of the applicants would be the regional tourist board of the Province of YYYYY in Holland. Could they be considered as the mandatory "Public Regional Governmental Authority"? - The call states that one applicant must be an association, a federation or an organisation who is active in fields related to senior interests and activities. We here at the ZZZZ are very much implicated in developing travel for senior citizens. It is actually one of our main

	<p>focuses. Could we therefore consider that our association ticks this box?</p> <p>2. Eligible costs</p> <p>- The call states that the costs of personnel working on the project are eligible. This goes for the members of the project team, but would the cost of personnel implementing the activities (presence on tourism fairs, travel to meet associations of senior citizens etc.) be eligible too?</p> <p>- Are costs directly related to the actions (brochures, a web site, tourism fairs etc) considered eligible?</p> <p>3. Submitting the call</p> <p>Does the call have to be submitted in English?</p>
<p><u>Answer 20</u></p>	<p>1. Please note that the Commission services cannot, for reasons of equal treatment, neither assess proposals (including the eligibility of a potential partner) at this stage nor help to draft proposals.</p> <p>Assessing the proposal is the exclusive competence of an appointed evaluation committee.</p> <p>Such committee can under no circumstances perform its duties prior to the submission of proposals.</p> <p>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.</p> <p>All conditions of eligibility as listed in chapter 5.1 must be fulfilled for an applicant to be considered eligible.</p> <p>2. The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;</p> <p>The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:</p> <p>(i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;</p> <p>(ii) the result of the work belongs to the beneficiary; and</p> <p>(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary</p> <p>Concerning the direct costs, the following costs, among others, are eligible :</p> <p>costs of consumables and supplies, provided that they are purchased in accordance with Article II.9 of the General Conditions and are directly assigned to the action;</p> <p>costs arising directly from requirements imposed by the Agreement (dissemination</p>

	<p>of information, specific evaluation of the action, audits, translations, reproduction,...) provided that the corresponding services are purchased in accordance with Article II.9 of the General Conditions;</p> <p>3. Applications must be drafted in one of the EU official languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract should be included in the proposal (see Guide for Applicants).</p>
Question 21	I have another doubt concerning VAT eligibility for public bodies under the same call. Do you confirm that under this call VAT is not eligible for public authorities even if they do not deduct VAT?
Answer 21	<p>As indicated in the call text :</p> <p style="text-align: center;">1.1.1. Eligible direct costs</p> <p>Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.</p> <p>The following categories of costs can be considered as eligible direct costs:</p> <p>.....</p> <ul style="list-style-type: none"> - not deductible value added tax (VAT) except for activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law.
Question 22	<p>Regarding point 5.1 of the Grant Programme 2013 "Eligible Applicants", I would like to understand if eligible SMEs are only the ones that act in one of the indicated fields (tourist accommodation, catering, travel agencies and tour operators, attractions, leisure, tourism related transport, other tourism related fields).</p> <p>In this case, other kind of SMEs could not be involved in the project as partners, that's right?</p>
Answer 22	<p>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.</p> <p>Regarding your question, the Call text on Section 5.1. (Eligible Applicants) states in point 4 that: <i>"For the purpose of this call, it is considered that SME being partner in the consortium has to provide a proof that is established and has been operating on the market for at least three years and has to act in one of the following fields: tourist accommodation, catering, travel agencies and tour operators, attractions, leisure(recreational, cultural and sporting activities), tourism related transport, <u>and other tourism related fields if their relevance for the project proposal is duly justified by the applicant</u>"</i></p> <p>Please, be also aware that the Call text requires that <i>"other kind of SMEs (e.g. in the fields of promotion, media, ICT, development and others) may be involved in the project only as subcontractors, not as partner in the consortium"</i>.</p> <p>At this stage and without any justification and proofs, the Commission services are not able to prejudge the eligibility of any proposal. We draw your particular attention to the remark on page 18 of the Call text within the section 5.1. above mentioned: <i>"In all above cases, the onus will be on the applicant to demonstrate that they fully respect the requirements</i></p>

	<p><i>set in the call.</i></p> <p><i>All other stakeholders are excluded from participating as lead organisations or partners. It is however possible for applicants to tap into existing expertise by involving other relevant stakeholders in setting up structures and compiling technical criteria, provided that this is clearly stipulated as part of the proposal by the partners themselves; i.e. included in the tasks reported in the technical proposal and in heading sub-contracting in the budgetary annex".</i></p>
<p><u>Question 23</u></p>	<p>We would appreciate your clarifications on the below points, in relation to the above call :</p> <ol style="list-style-type: none"> 1. Which per diem rates shall we use in this call? 2. Does the call provide a template for the: <ol style="list-style-type: none"> a. B8 form Professional References and details of past similar projects? b. Declaration on Honour for the Financial capacity of the applicants? c. Declaration on Honour for the Operational capacity of the applicants? d. Letter of Support from the Ministries in charge of tourism in each of the applicants' countries? 3. If no template is provided for the Declarations on Honour, could the Declarations for the Financial and the Operational capacities be in one document or do they have to be separate? 4. According to the Guide for Applicants, p. 10, B1/B2 Budgetary Forms are to be submitted in an XLS format. Is this correct, as all of the rest of documents need to be submitted in PDF? 5. The Call text, under 7.1 Financial Capacity, indicates that for grants equal or more than EUR60,000 the applicants must provide a declaration on honour and form B5. <ol style="list-style-type: none"> a. Is this form B5 necessary for private as well as for public bodies? b. Is the EUR 60,000 ceiling the EC financing amount or the total proposal budget? c. Is the EUR 60,000 ceiling applicable per applicant or per the whole proposal budget? 6. The Guide for Applicants, mentions under IV2. Form B5, that apart from B5 and declaration on Honour, in support of financial capacity the applicants may provide Annual accounts for the last financial year. Is this applicable in this call, and if yes should public as well as private bodies submit their annual accounts? 7. In the Call text, under 4.2.1 Eligible direct costs, it is mentioned that one category of eligible direct costs can be considered the "<i>salary costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken</i>". Can you please advise, how the proposal should verify the above? Should we ask from our national administration partners to provide us with a declaration on their honour regarding this aspect, or maybe another supporting document? Is there a template we can use? <p>With regard on the one hand the compulsory participation of at least 1 applicant being either the National/Regional tourism organization or the Public National/Regional Governmental authority responsible for tourism (whose activity is the promotion of tourism including low-season tourism among senior citizens), and on the other hand the above eligibility rule on the staff costs, can it then be concluded that the salary costs of these national administrations in charge of tourism are considered as non-eligible?</p>
<p><u>Answer 23</u></p>	<p>1. Regarding the costs of travel and related subsistence allowances, these costs will be considered eligible if they are in line with the beneficiary's usual practices on travel as indicated in the Guide for applicants, chapter VII.9 :</p> <p>"Reimbursement of travel costs can be requested for meetings, European conferences, etc. provided that they are in line with the usual practices of the beneficiary. Alternatively,</p>

	<p>they should not exceed the scales approved annually by the Commission. These Commission rates can be consulted on this address: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems</p> <p>2. All the templates are available in the electronic submission system (SEP). If no template is proposed, you are free to choose the format.</p> <p>3. As these documents relate to two different sections, it will be easier for the evaluation committee to present two different documents.</p> <p>4. Indeed, "B1 and B2 Budgetary Forms" may not be a PDF but a XLS file.</p> <p>5 and 6. As indicated in the "Guide for applicants (chapter IV.2)"</p> <p>"Public bodies and international organisations are not requested to submit any proof in relation to their financial capacity. They do not have to submit a form B5".</p> <p>Please refer also to our answer 19.</p> <p>The guide for applicants, including its chapter IV.2, is fully applicable to this call.</p> <p>7. There are no specific supporting documents for these costs; in order to be considered eligible , they must meet the usual eligibility criteria :</p> <p>"Eligible costs" of the action are costs actually incurred by the beneficiary which meet the following criteria:</p> <ul style="list-style-type: none"> (a) they are incurred in the period set out in Article I.2.2, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article II.23.2; (b) they are indicated in the estimated budget of the action set out in Annex III; (c) they are incurred in connection with the action as described in Annex I and are necessary for its implementation; (d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary; (e) they comply with the requirements of applicable tax and social legislation; and (f) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency. <p>There is no link between the presence of a National/Regional tourism organization or Public National/Regional Governmental authority responsible for tourism in the consortium and the eligibility/not-eligibility of the staff costs.</p>
<u>Question 24</u>	<p>In our budget we will include an amount for participation in fairs. Under which budget heading should the participation fee and other expenses related to the fair (i.e. stand building and decoration) be included?</p>
<u>Anwer 24</u>	<p>Costs related to missions of staff members of the beneficiary (and its Partners) should be included in the heading "Travels". However, the costs incurred for the organization (stand buiding, interpretation, decoration) of a meeting can be declared in the heading "Other expenditure – Form B1.2c" or "Service subcontracted "Table Form B1.3".</p>

Question 25	A travel agent is going to participate in our consortium as a subcontractor. Under which budget heading should this subcontractor's travelling expenses be included? Under Subcontracting or under Travelling?
Answer 25	All costs related to a subcontractor or subcontracting activities should be declared in the heading ""Service subcontracted "Form B1.3".
Question 26	<p>Under section "2.1 Specific Objectives" of the call text, objective b) is entitled as "to develop innovative and sustainable transnational tourism package(s) for seniors, aiming at increasing tourism flows in Europe off-season, involving at least two countries, and carry out an appropriate number of pilot tests to assess it(their) effectiveness within the EC cofinanced period".</p> <p>Can you please clarify what exactly "an appropriate number of pilot tests" means? Can you clarify the minimum number of pilot tests?</p>
Answer 26	<p>The Call text in Section 2.1. Objective b) refers to the "develop of innovative and sustainable transnational tourism package(s) for seniors (...)".</p> <p>For the purpose of this Call for Proposals, this paragraph allows applicants to develop at least one tourism package for seniors and the subsequent mention to "carry out an appropriate number of pilot tests to assess it(their) effectiveness within the EC co-financed period" states that there must be an appropriate number of pilot tests in relation to the number of tourism packages within the EC co-financed period.</p> <p>We draw your attention on the requirements of section 2.2. of the Call text, particularly on the following general characteristics:</p> <ul style="list-style-type: none"> • "Shall propose a model or mechanism for transnational exchanges: <i>The proposed model or mechanism for the tourism exchanges for seniors must involve at least 2 different countries (as also highlighted in section 2.1. objective b). The coverage of more than two countries will be considered as an advantage, as well as the inclusion in the package of long-haul travels (based for example on facilitation of tourism flows between North and South Europe or East and West Europe)".</i> • "Shall be technically and Financially Sustainable: <i>the proposal should demonstrate that the model of mechanism is part of a medium to long-term strategy ensuring technical and economic sustainability beyond the EU co-financed period".</i> • "Shall be measurable: <i>the proposal shall include clear and relevant qualitative and quantitative indicators to demonstrate a clear planning of the monitoring phase of the expected outcomes of the project in the long term (e.g.: increase visibility of the transnational offer for senior tourists, number of senior tourists benefiting from the proposed offer, increased management capacities and networking activities between partners involved in the project, etc...).</i>
Question 27 with incorporated answers	<p>1) Eligibility of the coordinator (5.1 Eligibility of applicants) Can you confirm that a private SME can be proposed for the role of coordinator?</p> <p>We confirm.</p> <p>2) Other stakeholders (5.1.7, page 18) Considering that it is admissible "for applicants to tap into existing expertise by involving other relevant stakeholders in setting up structures and compiling technical criteria, provided that this is clearly stipulated as part of the proposal", is it allowed to include consortium member(s) that are SMEs not having tourism their core activity (i.e. having communication/ web marketing/ web design?).</p> <p>NO, it is not possible.</p> <p>Alternatively, shall firms with such indicative core specializations be exclusively be</p>

considered as sub-contractors?

YES

3) Operational capacity (7.2)

Please confirm that:

a) Operational capacity of the applicant is to be intended as the overall operational capacity of the consortium members jointly considered, to the extent to which each member provides specific technical and managerial competencies for the action.

We confirm.

b) The team responsible for the project/operation may include professionals that are not on the payroll of the consortium members at the time of the submission of the proposal and that would be contracted in case of successful proposal.

We confirm. In this case, you should specify in the corresponding estimated costs the mention “to be recruited”.

c) Whether the members of the team responsible for the project/operation shall sign a statement clarifying their availability as well as the nature and duration of their commitment to work on the project in case of successful proposal.

This statement is not mandatory. If the team responsible or a team member withdraw after the award of the grant, this new situation could lead to a termination of the agreement.

See also point I.4 of form B6 - DESCRIPTION OF THE PROJECT

4) Financial Capacity (7.1)

a) Could you confirm that the financial capacity of the applicant is to be intended as the overall financial capacity of the whole consortium?

We confirm.

5) Objective of the call and eligibility of proposed action(s)

“The general objective of this call for proposals is to facilitate transnational tourism flows of seniors within Europe in the low season with a view to:

1. Foster the demand and supply of transnational tourism for seniors;
2. Improve tourism seasonality patterns across Europe, by contributing to the extension of the tourism season;
3. Create innovative tourism packages for seniors, which will be available and sustainable after the EU co-financed period;
4. Set up and strengthen sustainable public-private European partnerships to contribute creating a European tourism domestic market for seniors in the long term.”

Question: considering that in no specific section of the Revised Call Text reference is made to the requirement that proposed actions should foresee tourism flows involving at least two countries and in both directions, we would like to know whether actions foreseeing univocal senior travelers’ flows from several countries to only one destination country would match the scope of the Call. At this regard, we draw your attention on the fact that generating touristic flows involving several EU countries to one destination country only should be consistent with the aim of the Call and actions structured as such have a high potential for replication in the Member states other than the one indicated as the tourist flows’ destination country in the proposal.

	<p>After internal discussion we have decided to clear up the aim of the Call text regarding section 2 "Objective of the Call". Please refer this reply as a correction to answer on question number 11 point 2.</p> <p>As a clarification, the project shall propose a model of transnational exchanges which involves at least 2 countries, fostering tourism flows in the low season with no requirement to be at least in both directions. We confirm that the develop of innovative and sustainable transnational tourism package(s) for seniors and the subsequent pilot test(s) as specified in section 2.1. objective b) of the Call text, might foresee univocal senior travellers´ flows from one or several countries to one destination country (or vice-versa) within the EC co-financed period. This clarification will also be valid for the specific requirement on Section 2.2. "shall propose a model or mechanism for transnational exchanges".</p> <p>Please, we draw your attention on the fact that section 2.2. of the Call text requires that the proposal "shall be technically and financially sustainable" which implies to "demonstrate that the model or mechanism is part of a medium to long-term strategy ensuring its technical and economic sustainability after the EU co-financed period"</p>
<p><u>Question 28</u></p>	<p>1. In the Call for proposals it is specified that beneficiaries should make provision for relevant travel and subsistence expenses in the budgetary breakdown, vis-a-vis a kick-off meeting in Brussels. By "beneficiaries" it is understood only the coordinator or all members of the consortium?</p> <p>2. In the Call for proposals, it is written:</p> <p>"Shall exclude that any co-financing from EU budget is used to subsidize, either directly or indirectly, any tourist travel."</p> <p>Given the fact that tourism products involve pilot tours and itineraries, are the travel and accommodation expenses for the participants in these pilot tours covered by the co-financing or are the participants supposed to cover their own expenses?</p> <p>3. Regarding Annex 4, should the beneficiaries who receive less than 60.000 euro (ceiling per partner, not per project) fill in the form or should they provide a declaration of honour?</p> <p>4. Regarding Annexes 3-8, in order to upload them online, should there be just one PDF for each annex containing the documents from all members of the consortium? And in this case, what should the name of the file be?</p>

<p><u>Answer 28</u></p>	<p>1. Three (3) members of the consortium (including one representative of the lead organization) will be invited to participate to the kick-off meeting.</p> <p>2. The estimated budget cannot include costs/expenses to finance tourist travels (= third party not involved in the implementation of the project). In order to be eligible for funding, costs should be actually incurred by the beneficiary for the implementation of the project (see also Answer no 29)</p> <p>3. The ceiling should be understood for the whole project. If the request for contribution exceeds € 60.000, all the members of the consortium should fill in Annex 4 (Form B5 – Financial statement).</p> <p>4. As it is only possible to upload one PDF file by annex, you have indeed to group the supporting documents from all members. Concerning the filenames, please refer to section III – Part B "Proposal details" of the Guide for applicants.</p>
<p><u>Question 29</u></p>	<p>1) Italian is an official language in Europe so we can write this proposal in our native language and the abstract in English?</p> <p>2) Can we write our questions to you in Italian language?</p> <p>3) In the part 2.1(of the call) " Specific objectives" part b) we read " carry out an appropriate number of pilot tests to assess its effectiveness within the EC cofinanced period" but in another part we read that there isn't financing for travel. Can you explain me better this phrase?</p> <p>4) Perhaps do we need to promote our idea to a small foreign travel agency to realize our idea as a pilot tests?</p>
<p><u>Answer 29</u></p>	<p>1) Yes you can.</p> <p>2) Yes you can</p> <p>3) We confirm that the European Commission cannot co-finance directly a tourism travel. Section 2.2. of the Call Text specifically remark it : the proposals shall exclude that any co-financing from the EU budget is used to subsidize, either directly or indirectly, any tourist travel.</p> <p>For the purpose of this Call, the EC requires in its general objectives (section 2 of the Call text) that the proposals must create and develop innovative tourism packages for senior, "which will be available and sustainable after the EU co-financed period".</p> <p>Section 2.2. (specific requirements) also states that the proposal shall:</p> <ul style="list-style-type: none"> - "Propose a model or mechanism for transnational exchanges: The proposed model or mechanism for the tourism exchanges for seniors must involve at least 2 different countries. The coverage of more than two countries will be considered as an advantage, as well as the inclusion in the package of long-haul travels (based for example on facilitation of tourism flows between North and South Europe or East and West Europe). - Shall be technically and financially sustainable. The proposal should demonstrate that the model or mechanism is part of a medium- to long-term strategy ensuring its technical and economic sustainability beyond the EU co-financing period. - Shall be measurable: the proposal shall include clear and relevant qualitative and quantitative indicators to demonstrate a clear planning of the monitoring phase of the expected outcomes of the project in the long term (e.g.: increase visibility of the transnational offer for senior tourists, number of senior tourists benefiting from the proposed offer, increased management capacities and networking activities between

	<p>partners involved in the project, etc...)"</p> <p>According to these specific requirements, the pilot tests aim at assessing that these package/s or model/s for transnational exchanges/flows could be technically and financially sustainable after the EU co-financed period, including a clear planning of the monitoring phase of the expected outcomes of the project in the long term.</p> <p>4) No, we want to draw your attention that the Call text specifically excludes any co-financing from the EU budget to subsidise, either directly or indirectly, tourism travels., during the EU co-financed period</p>
<p><u>Answer 29</u> <u>(additional clarification)</u></p>	<p>Further to our previous mail, we wish to partially clarify our answer to your question n.4), by specifying that at this stage the Commission cannot - for reasons of equal treatment - neither assess proposals 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. Therefore the Commission cannot give its opinion about the possibility or opportunity to promote the idea to a small foreign travel agency. On the other hand, as indicated in the call text (chapter 5.1), one of the requirements of the call is that at least 1 applicant must be an SME or an association of SMEs acting in the tourism sector.</p>
<p><u>Question 30</u></p>	<p>Questions concerning the participation of Affiliated Entities that take part as single associated partner to the consortium (therefore not constituting one sole applicant with other organization to which they may be linked to):</p> <p>(1)can you pls specify if they have to register into SEP? If the answer is yes, do they have to be added on SEP under Step 4 – Manage your related parties? If the answer is no, in which section do we have to provide specific information concerning the participation of Affiliated Entities (e.g. names of organizations, contact data, etc)?</p> <p>(2)can you confirm that the only document that they have to provide is the Exclusion Form?</p>
<p><u>Answer 30</u></p>	<p>(1) For both questions, the reply is YES.</p> <p>(2) See point II.3 of the Guide for Applicants: The affiliated entities will each have to comply with eligibility and exclusion criteria. In case of holding entities, the affiliated entities will also have to comply with the selection criteria.</p>
<p><u>Question 31</u> <u>with incorporated answers</u></p>	<p>1) Guidelines point 14 (p.9) online proposal submission forms; form B2 “Financing Plan”.</p> <p>In the event that co-financing from the applicant is in the form of revenues generated by the project and, in case of insufficient revenues, compensated by the own resources of one or more co-beneficiaries, would it be admissible that a co-beneficiary will not provide any co financing, as higher amounts for co-financing will be foreseen from other co-beneficiaries, thus allowing to reach/pass the 30% minimum threshold?</p> <p>Yes, it is admissible.</p> <p>2) Guidelines VII page 16. “The consolidated figures of eligible costs shown in form B1 and the requested EC contribution per applicant, should be introduced in SEP...”. Could you confirm that in this context the definition of applicant coincides with that of partner/co-beneficiary?</p> <p>Yes we confirm.</p> <p>If yes, could you also confirm that co-financing from each of the partners can be lower than 30% of the overall amount budgeted for each respective co-beneficiary, provided that the total amount of the EC contribution for the project does not exceed 70% of the total budget for the action?</p>

Yes we confirm with the following precision: “...does not exceed 70% of the total eligible costs for the action”. Of course, The forward budget must be in balance, i.e. total revenue and total expenditure must be equal.

3) Tables B.1.2.b and B.1.3.c; Guidelines VII.3 (c).

The first column in both tables reads: “N° supp. doc.”. Which kind of supporting documents should be produced, annexed to the proposal and reported in these tables concerning equipment to be purchased and procurement actions needed for the implementation of the project?

Please disregard this column.

4) Guidelines IV.2 first paragraph, and:

“-as a mitigating measure to insufficient economic... a beneficiary may voluntary propose a guarantee...”

Could you confirm that the financial and economic capacity of the beneficiary means that of the whole consortium?

Yes we confirm. The Evaluation Committee will assess the financial & economic capacity for each partner and will take a decision based on the whole analysis.

5) Form B.8

Form B.8 “Professional references and details of past and similar projects” does not seem to be online. Could you please clarify which template shall be used?

There is no template. You have the choice of the format.

6) Would it be correct to report in form B 1.2.b items purchased before the starting date of the action that nevertheless will be utilized specifically for the implementation of the action?

Equipment may be bought before the beginning of the action. If the equipment has not yet been fully depreciated according to the usual accounting practices of the beneficiary, then the remaining depreciation costs incurred during the duration of the action and calculated taking account of the amount of use, in percentage and time may be eligible. In the case of depreciation costs, "incurred during the duration of the action" refers to the depreciation allowances recorded in the accounts of the beneficiary for the period corresponding to the duration of the action. Therefore, this requirement does not imply any specific timing for the ordering or payment of the equipment at stake.

If you declare this type of costs in the estimated budget, you will have to justify the needs of this equipment for implementing the action and to attach the usual accounting practices of your organization in term of depreciation.

7) Ref. Guidelines II.6; Form A/1 Contact person for the proposal; Guidelines VII.3

Would it be admissible to appoint a contact person, and project coordinator/manager in case of award, that would work under a contract with the beneficiary other than an employment contract (in-house consultant)?

Yes, it is admissible under several conditions. See Article II.19 – Eligible costs – of the draft grant agreement, in particular “II.19.2 *Eligible direct costs*”

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

	<p>(i) <i>the <u>natural person</u> works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;</i></p> <p>(ii) <i>the result of the work belongs to the beneficiary; and</i></p> <p>(iii) <i>the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;</i> ”</p> <p>If you intend to use this option, we strongly recommend to clearly explaining in your proposal the contractual relationship between both parties and the selection procedure.</p> <p>8) Guidelines, VII.8 second-last paragraph Activities targeting the specific objective 2 of the call (tourism package(s) for seniors) may need to include marketing and sales activities as an integral part of the pilot tests. Could you confirm that marketing and sales activities are eligible and that they do not conflict with the provision of the Guidelines?</p> <p>No, marketing and sales working time cannot be charged to the project. Please refer to the answer given to question number 29.4 “The Call text specifically excludes any co-financing from the EU budget to subsidize, either directly or indirectly, tourism travels, during the EU co-financed period”. This implies that the Commission could not finance activities (e.g. marketing and sales) to put a tourism package on the market either during the pilot test or during the rest of the implementation period.</p> <p>9) In case a proposal foresees the organisation of an event, is it possible to sponsor the participation of relevant stakeholders that are not (assimilated) staff of the beneficiaries involved in the action by sustaining their travel and accommodation costs?</p> <p>If the costs are considered as eligible, it is possible if a sponsor (third party) <u>contribute financially (monetary contribution)</u> in order to cover some expenses. In this case, the beneficiary will have to declare this financial contribution under the heading “Revenues”.</p> <p>It is not possible if a sponsor directly takes in charge some costs.</p> <p>10) Ref. Guidelines VII.12</p> <p>a) Can a subcontractor identified without any tendering process at the proposal’s preparation stage -for the execution of activities identified and budgeted in the proposal - and the costs budgeted for its services be considered as eligible?</p> <p>b) If not, how can the identity of a sub-contractor be indicated in the proposal without having organised a competitive tendering process ahead of the proposal’s <u>submission</u></p> <p>a) It is not possible. b) See point VII.12 of the Guide for applicants : “...The sheet “B/1.3 Subcontracting sheet” must be duly filled in and submitted with the application. This sheet is mandatory, but can be submitted <u>in a draft format if names and specific amounts are not known at the time of the submission of the proposal.....”.</u></p>
<p><u>Question 32</u></p>	<p>We are considering involving an organisation with has a European platform however we were wondering this would qualify as one of the 4 required countries or whether one still needs to involve another 4 entities from 4 different countries</p>
<p><u>Answer 32</u></p>	<p>European organisations, associations, platforms,... representing several members from different countries will only count for ONE COUNTRY (the country where the organisation is registered) in the context of the eligibility criteria (point 5.1 of the call text).</p>

<u>Question 33</u>	<p>We are in the processes of writing an application for the call “Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel”. At the moment we are 3 countries involved and we are looking for a fourth and last country. Our question to you is whether it is okay to have one of the German <i>Bundesländer</i> (e.g. Mecklenburg-Vorpommern) as the fourth country? The reason for this is that it would narrow down the market which would make the implementation phases simpler.</p>
<u>Answer 33</u>	<p>Section 5.1. of the Call text requires, as eligible," a consortium covering at least 4 countries" provided that "at least one of the applicants must be an organisation falling in the category of "Public National Governmental Authorities" or "Public Regional Governmental Authority".</p> <p>According to the text, "Public Regional Governmental Authorities are:</p> <ul style="list-style-type: none"> • Public Regional Governmental Authorities in charge of tourism and/or the field relevant to the object of this call for proposal (please check footnote regarding NUTS classification: By "Public Regional Governmental Authorities" it has to be intended - for the purposes of this call- any territorial unit classified as NUTS (Nomenclature of territorial units of statistics) from level 0 to level 2 inclusive.); • Regional Tourism Organisations in charge of regional tourism promotion". <p>We confirm that a public regional governmental authority (a German Bundesländer -e.g. Mecklenburg-Vorpommern-) could be a partner of the consortium involving one of the 4 minimum countries required in the Call, only if it follows those eligibility criteria already described in section 5 of the Call text.</p>
<u>Question 34</u>	<p>We would like to present a proposal on the call 75/G/ENT/CIP/13/B/N03S01 regarding senior travelling in low season.</p> <p>To meet the requirements of the European Commission we would like to ask for further clarification of the proposal concerning the following questions.</p> <p>1) As illustrated in the image enclosed we are planning on forming a consortium including an affiliated entity that itself is an EEIG representing 30 public and private shareholders. For the purpose of the proposal we want to select four of the members as partners. In addition, we partner with a SME, an association and a governmental authority.</p> <p style="padding-left: 40px;">a) Is a EEIG an affiliated entity? If yes, is it allowed to lead a proposal?</p> <p style="padding-left: 40px;">b) Is the configuration illustrated in the image permitted?</p> <p style="padding-left: 40px;">c) If the affiliated entity leads the proposal, is it counted as a partner (especially with regards to the limitation of 8 partners)?</p> <p style="padding-left: 40px;">d) Do partners that receive no budget within the project have to complete the budget form?</p> <p>2) With Switzerland being part of the EFTA, are Swiss entities allowed to participate in a proposal?</p>
<u>Answer 34</u>	<p>1) 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</p>

	<p>proposal.</p> <p>It is therefore not possible, at this stage, to assess the eligibility of your organisation or the structure of your consortium.</p> <p>Concerning your questions, please note that :</p> <p>The two concepts have to be distinguished: <u>either</u> an entity participates as partner (beneficiary, including the coordinator), ie. signs the grant agreement and has full responsibility,</p> <p><u>Or</u> participates as affiliated entity (affiliated to a beneficiary, which keeps full responsibility on the implementation of the action) and consequently not as partner/coordinator.</p> <p>It is up to the applicant to make this decision and to demonstrate that the relevant criteria have been fulfilled.</p> <p>The coordinator is counted as one of the partners of the consortium.</p> <p>As stated in the Guide for Applicants, the Budget forms should be filled in for each individual applicant (consortium partner). If no costs are involved for a partner, the cells must be left in blank (= 0 everywhere).</p> <p>2) Please refer to answer number 15</p> <p>Section 5.1. states that "applications from legal entities established in one of the following countries are eligible: (...) (2) European Free Trade Association countries (EFTA) which are members of the European Economic Area (EEA) in accordance with the conditions laid down in the EEA Agreement: Norway, Iceland, Lichtenstein. On the other hand, the next paragraph clarifies that "Participation of partners from other countries is allowed – if relevant for the project - but it will not be considered as concurring to the eligible costs, nor as concurring to satisfy the minimum consortium requirements stated in points 5.2. (This means that these additional countries will not be considered for verifying the eligibility criteria 5.2 (1) – consortium gathering a minimum of 4 partners from 4 different countries. Countries which will be considered for verifying these criteria will only be the ones covered by point 5.1 (1,2,3))".</p>
<p><u>Question 35</u></p>	<p>1) IL test pilota è una realizzazione pratica del pacchetto di viaggio oggetto della call. E' esatto?</p> <p>2) dobbiamo descrivere questo test pilota come va effettuato senza realizzarlo praticamente nel periodo di finanziamento della Call?</p> <p>3) Come definirebbe il concetto di test pilota nel caso in cui sia inesatta la definizione proposta al n.1)?</p>
<p><u>Answer 35</u></p>	<p>1) Sì, si tratta di una applicazione pratica</p> <p>2) L'applicazione pratica del pacchetto turistico deve essere effettivamente implementata nel corso del periodo di attuazione del progetto</p> <p>3) La definizione proposta alla domanda n 1 è esatta</p>
<p><u>Question 36</u></p>	<p>Point n. 3 of the chapter "5.1 Eligible applicants" (page 17 of the call) states that "at least one applicant in the consortium must be an association, a federation or an organisation who is active in fields related to senior interests and activities, either at European, national, regional or local level" while point n.7. (page 18) states that all "Other stakeholders" as Umbrella organisations may participate as lead organisations if they</p>

	<p>"represent a specific tourism related sector (travel agents, tour operators, tourism accommodations, transport, destination management companies, unions, consumers, etc)". Since there are organisations who are active in the field related to senior interests and activities but not in the field of tourism (and vice versa of course) it is not clear which one is the eligible applicant or is the second rule (from point n.3) relevant only for lead organisations?</p>
<u>Answer 36</u>	<p>There is no contradiction between the two points.</p> <p>Point 3 of chapter 5.1. of the Call text specifies that one of the requirements of an eligible consortium is that at least one applicant must be an association, a federation or an organisation who is active in fields related to senior interests and activities while Point 7 gives the definition of the target organisations, under which the "Other Stakeholders" including, among others, umbrella associations "representing a specific tourism related sector".</p> <p>Please note that Point 3 of chapter 5.1. of the Call text is not only addressed to the coordinator but refers to all applicants.</p>
<u>Question 37</u>	<p>We have a question, with regards to the exchange mechanism, do these exchanges need to happen during the project's time frame or shall the project establish a structure for possible exchanges which then need to occur following the project to ensure the project's sustainability? Please clarify? If the exchanges are to happen during the project, do the people who will be actually doing the exchanges need to pay themselves?</p>
<u>Answer 37</u>	<p>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.</p> <p>For the purpose of this Call for Proposals and according to the "specific objectives" stated in section 2.1. b) of the Call text, the pilot tests are practical applications (please also refer to answer to question 35) to "assess it/their (tourism package/s) effectiveness during the implementation period". The development of a model of tourism exchanges (or flows-please, see clarification in the reply to question 27.5-) must be tested during the implementation period.</p> <p>With regard to the cost of the exchanges, we draw your attention to the requirements of the text Call in section 2.2. "the proposals shall exclude that any co-financing from the EU budget is used to subsidise, either directly or indirectly, any tourist travel".</p>
<u>Question 38</u>	<p>the call specifies that the co-financing of the action or the work programme may take the form of:</p> <ul style="list-style-type: none"> -the beneficiary's own resources -financial contributions from third parties -income generated by the action or work programme. <p>In this last case, is it possible to establish a fee of participation for the senior citizens, who will pay in order to benefit from the innovative travel packages (during the pilot test)?</p>
<u>Answer 38</u>	<p>As previously indicated (answer 37), we draw your attention to the requirements of the text Call in section 2.2. "the proposals shall exclude that any co-financing from the EU budget is used to</p>

	<p>subside, either directly or indirectly, any tourist travel".</p> <p>These costs are not considered eligible but any revenue generated by these activities will be considered as income generated by the action.</p> <p>I also draw your attention to the fact that the grant may not have the purpose or effect of producing a profit for the beneficiary (see Art. II.25.3 of the general conditions applicable to the grant agreement).</p>
<p>Question 39</p>	<p>my name is XXXXX. Through my social enterprise I am the owner of a collective mark named YYYYYY.</p> <p>This mark would work as a community collective mark under which it would be possible to realize transnational cultural routes, managing sites, and specifically for this call producing touristic packages fitted for senior (disabled) travellers.</p> <p>1.Can my no profit enterprise remain out of the partnership among other applicants, simply licensing its trademark under which both applicants and commercial operators would exploit their activities fulfilling the guidelines of the mark ?</p> <p>2. If I should practice any discount to applicants for the costs of preparations, could these ones be meant as contribution from third part ?</p> <p>3. The trademark as collective mark would assure final beneficiaries and Public Administrations that all activities were managed respecting international standards(ISO, OHSAS, SA etc.) fully or with a specific plan . Can the activities and the interventions for implementing those standards be recognized as eligible costs ?</p>
<p>Answer 39</p>	<p>1. Applicants are to be understood as any potential co-signatory of the future grant agreement and must act in consortium.</p> <p>If specific tasks or activities are carried out by other organisations and need the signature of contracts, they will be considered as sub-contracted activities (see chapter VII.12 of the guide for applicants).</p> <p>2. To be considered eligible, costs must ultimately be actually incurred by the beneficiary, i.e. the costs must have generated a debt to be paid directly by the entity which is party to the grant agreement with the Commission.</p> <p>Consequently, only the actual amount paid, i.e. after deduction of an eventual discount, will be considered.</p> <p>Any commercial discount cannot be considered as a contribution from a third party but as a reduction of the eligible costs.</p> <p>3. The eligible costs are described in the call text (chapter 4.2) and the guide for applicants (chapter VII).</p> <p>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.</p>

<p><u>Question 40</u></p>	<p>After checking the latest version of FAQ, we have two remaining questions:</p> <p>1) revised interpretation of 2.1 and 2.2 as stated in FAQ 27. Our project idea refers to operative models that promote and incentive the travel of seniors based on transnational common agreements and tools, such as “cheque vacances” or a “Club Card” with built-in benefits. They will be used in associated services in different countries, which can be combined individually by the senior according to his wishes. Can such a system as such already be considered as a product, or is a clearly defined (local) package required?</p> <p>2) Eligible applicants, 5.1.4. Please confirm that an entrepreneur association (NPO) representing tourism SMEs does fulfill the requirement.</p> <p>2.1) Would this requirement also be fulfilled by a <u>federation</u> of such entrepreneur associations?</p>
<p><u>Answer 40</u></p>	<p>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.</p> <p>Further to your question, please note also that reference to the specific objective 2.1 b) of the Call text generally refers to "tourism packages for seniors" and the non-exhaustive list in the text is provided only as general reference and is open to other eligible proposals.</p> <p>Applications must comply with all the eligibility criteria set out in the call text (see sections 5.1 and 5.2 of the call text). We confirm that an SME and an "association of SMEs acting in the tourism sector" are eligible partners. For the purpose of this Call for Proposal, a federation of an association of SMEs is to be considered as association</p>
<p><u>Question 41</u></p>	<p>As the Ministry responsible for tourism in XXXXXX we would like to ask your help in the following questions.</p> <ul style="list-style-type: none"> - Is it possible to give Letter of Intent to more potential applicants or we can only support one project? <p>If our Ministry will take part as governmental partner in one application, can we issue a Letter of Intent to another applicant</p>
<p><u>Answer 41</u></p>	<p>As applicants may participate in more than one project, letters of support from a Ministry can also be issued for different projects.</p>
<p><u>Question 42</u></p>	<p>I would appreciate it if you could let me know if:</p> <ul style="list-style-type: none"> - a partner from Israel can claim EU funding or not. - it is possible the administrative and coordination activities could be undertaken from another partner apart from the leader. -
<p><u>Answer 42</u></p>	<p>As indicated in the call text :</p>

	<p>Applications from legal entities established in one of the following countries are eligible:</p> <ol style="list-style-type: none"> (1) EU 27 Member States¹. (2) European Free Trade Association countries (EFTA) which are members of the European Economic Area (EEA) in accordance with the conditions laid down in the EEA Agreement: Norway, Iceland, Lichtenstein. (3) Other countries participating in the Entrepreneurship and Innovation Programme of the CIP: Croatia, the Former Yugoslav Republic of Macedonia, Turkey, Serbia, Montenegro, Albania and Israel. <p>Concerning the eligible activities, please refer also to articles II.1.2 and II.1.3 of the General conditions applicable to the grant agreement concerning the role of each beneficiary and the coordinator.</p> <p>On the other hand, the beneficiaries shall conclude an internal cooperation agreement regarding their operation and co-ordination, including all internal aspects related to the management of the beneficiaries and the implementation of the action.</p>
<p><u>Question 43</u></p>	<p>I would appreciate if you will consider to specify whether Moldova is eligible for following EU project: Facilitating transnational low season tourism exchange in Europe encouraging Senior Citizens to travel. Also if you do have other projects that we can take part.</p>
<p><u>Answer 43</u></p>	<p>For the present call, Moldova is not considered as an eligible country.</p> <p>However, participation of partners from Moldova is allowed – if relevant for the project - but it will not be considered as concurring to the eligible costs, nor as concurring to satisfy the minimum consortium requirements stated in points 5.2. of the call text. (This means that these additional countries will not be considered for verifying the eligibility criteria 5.2 (1) – consortium gathering a minimum of 4 partners from 4 different countries).</p> <p>If you are interested in other projects, the European Commission has already launched a call for proposals "Design, Implementation, Promotion and Marketing of Accessible Tourism Itineraries 102/G/ENT/PPA/13/511" with a deadline on 22/10/2013.</p> <p>http://ec.europa.eu/enterprise/sectors/tourism/contracts-grants/calls-for-proposals/index_en.htm</p> <p>On the other hand, the European Commission has also launched a call for tenders: "Mapping and performance check of the supply side of tourism education" with a deadline on 24/10/2013.</p> <p>http://ec.europa.eu/enterprise/contracts-grants/calls-for-tenders/index_en.htm</p>
<p><u>Question 44</u></p>	<p>je voudrais comprendre ce que l'on entend lorsque l'on dit dans l'appel à proposition que «Les demandeurs doivent agir en consortium»?</p> <p>Etant donné que dans le cadre du partenariat il est prévu et fortement recommandé la présence des organismes publics, on pourra penser à un</p>

¹ http://europa.eu/about-eu/countries/index_en.htm

	<p>protocole d'entente? Il pourra être signé après le financement du projet?</p> <p>Aussi, lorsque nous parlons de «co-financement» et «règle du non-profit" dans l'appel à proposition, je trouve qu'il y a une certaine contradiction entre les deux parties: d'une part il est dit que les fonds du projet peuvent être utilisés pour couvrir le co-financement et de l'autre il dit que les activités du projet ne doivent pas générer des revenus. En outre, notre projet consiste en la création des paquets touristiques thématiques qui viendront testés par une action pilote. Je crois que pour tester la capacité de concorre sur le marché, il est essentiel qui déjà dans le cadre de l'action pilote, les paquets touristiques créés par le projet soient déjà vendus: nous le pouvons faire?</p>
<p><u>Answer 44</u></p>	<p>Les conditions d'établissement du consortium et les documents à fournir sont précisés dans les différents documents publiés.</p> <p>Par exemple, le texte de l'appel à proposition (chapitre 5.1) stipule</p> <ul style="list-style-type: none"> - "consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project", <p>le texte du grant agreement (article I.8) :</p> <p>"The beneficiaries shall conclude an internal cooperation agreement regarding their operation and co-ordination, including all internal aspects related to the management of the beneficiaries and the implementation of the action".</p> <p>Et le guide for applicants :</p> <p>"The partners of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. They shall in particular agree on joint and several responsibility for any amount due to the Commission by anyone of them. To this purpose a power of attorney must be conferred to the appointed co-ordinator, and the arrangements between beneficiaries should be specific with regard to the financial reporting. This power of attorney has to be submitted before the signature of the grant agreement".</p> <p>En ce qui concerne les activités pilotes, des ventes de paquets touristiques peuvent être envisagées, mais ainsi que mentionné dans le texte de l'appel à proposition :</p> <ul style="list-style-type: none"> - Shall exclude that any co-financing from the EU budget is used to subsidize, either directly or indirectly, any tourist travel. <p>Les règles de "co-financement" (chapitre 4.1 du texte de l'appel à propositions) et de "non-profit" (chapitre 4.1 du texte de l'appel à propositions et article II.25.3 des conditions générales applicables) ne sont donc pas</p>

	contradictoires mais complémentaires.
Question 45	<p>I am contacting you regarding the EU Call „Facilitating transnational low season tourism exchanges in Europe encouraging Senior Citizens to travel“ 75/G/ENT/CIP/13/B/N03S01.</p> <p>As we are currently working very intensely on our project budget, a view questions have arised, which I would like to address to you.</p> <ul style="list-style-type: none"> - Is it possible to include income generated during the project (e.g. Entrance fees) as “Financial contribution of the beneficiaries” or “Self-funding”? - Furthermore, we have planned to receive money through sponsoring. Is it possible to include sponsoring in the budget in the section “Financial contribution from 3rd parties?” <p style="padding-left: 40px;">However, at the current stage of the project we cannot tell which sponsoring partner will support us. Do we still have to submit the form “Co-Financing Statement Form”?</p> <ul style="list-style-type: none"> - Can dissemination costs include the cost of promoting the events planned within the project in a way we usually campaign our activities and will these costs be eligible ?
Answer 45	<p>Income generated during the project must be reported under the heading "Direct revenues from the operation"</p> <p>Sponsoring can indeed be considered as "Other third party co-financers"</p> <p>The form B3 must be completed by identified third parties providing a financial contribution to the action.</p> <p>As indicated in the guide for applicants, the following costs will be eligible :</p> <p>"costs arising directly from requirements imposed by the grant agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to implementation contracts"</p>
Question 46	<p>In the call for proposal it is indicated that “at least one applicant must be and association, federation or an organisation who is active in fields related to senior interests”. Can a regional authority, namely the Regional Ministry of Well-being which is in charge of taking care of seniors interest, be this organisation?</p>
Answer 46	<p>As indicated in the call text (chapter 5.1) :</p> <p>"The consortium must be composed by a minimum of 4 and maximum of 8 partners, including the coordinator (i.e. 4 to 8 different legal entities)" and</p> <ol style="list-style-type: none"> 2. "At least 1 applicant in the consortium must be an organisation falling in the category of "Public National Governmental Authorities" or "Public Regional Governmental Authority" (see below definition). 3. At least one applicant in the consortium must be an association, a federation or an organisation who is active in fields related to senior interests and activities, either at European, national, regional or local level. 4. At least 1 applicant must be an SME² – Small and Medium Sized enterprise – or an association of SMEs acting in the tourism sector". <p>The same applicant cannot fall under two of these categories, it must therefore be three different applicants.</p>

² http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

<p><u>Question 47</u></p>	<p>In the A2 form there is the following question: “Have you submitted (or do you intend to submit) in the current year a grant application directly</p> <p>or indirectly from the European institution or agency? If yes, please give the following details; indicate the main differences between the present and previous proposals.”</p> <p>Could you please clarify the following:</p> <p>Should we indicate any submission made in 2013 to any call issued by European institutions or agencies (including both action grants or operational grants) and including those that have already been rejected ?</p>
<p><u>Answer 47</u></p>	<p>This part aims to guarantee compliance with the principle of sound financial management and check the absence of a double burden on Member States’ taxpayers.</p> <p>If an application has already been rejected, it is not compulsory to indicate it but it can be useful in order to help the Evaluation Committee to see the improvements made between previous proposals and the new one.</p>
<p><u>Question 48</u></p>	<p>vorrei gentilmente sapere:</p> <p>1- tra i documenti scaricabili (vari format) non c'è una LETTERA DI PARTENARIATO vera e propria. L'agreement ideai partner n questa fase corrisponde quindi all' adesione on line attraverso il Participant Portal, confermate?</p> <p>2- Per quello che riguarda la costruzione del budget, un co.co.co viene registrato come staff esterno, giusto? Noi intendiamo impiegare sul progetto un co.co.co che presta servizio presso la nostra struttura già da 3 anni occupandosi di fondi europei (attualmente la sua busta paga è pagata interamente su un altro progetto europeo). La domanda è: possiamo prorogare/ampliare il suo contratto imputando parte della sua busta paga e delle sue ore di lavoro su questo progetto senza passare per ulteriori selezioni/bandi? Nel caso in cui non si possa fare, ufficialmente questa risorsa umana non figurerà nel budget di progetto ma nella pratica vi lavorerà: potrebbe ugualmente prendere parte ad alcune attività e nello specifico espletare delle missioni rendicontate poi sul progetto?</p>
<p><u>Answer 48</u></p>	<p>1. Come indicato nel testo del bando</p> <p>Applicants should act in consortium with partner organisations (see also the grant agreement in the submissions set, for reference). The consortium must be composed by a minimum of 4 and maximum of 8 partners, including the coordinator (i.e. 4 to 8 different legal entities)</p> <p><u>Supporting documents</u></p> <p>Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:</p> <p style="padding-left: 40px;">consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project</p> <p>2. Per quanto riguarda i costi del personale, prego riferirvi, inter alia, alla guida per i candidati</p> <p>The following categories of costs can be considered as eligible direct costs:</p> <p>(a) the costs of personnel (staff costs) working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts</p>

	<p>regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;</p> <p>The costs of natural persons working under a contract with the beneficiary other than an employment contract (in-house consultants) may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:</p> <ul style="list-style-type: none"> (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary; (ii) the result of the work belongs to the beneficiary; and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
<p><u>Question 49</u></p>	<p>While we were going through the Annex 0 some questions came up concerning the requested information.</p> <p>The sections</p> <ul style="list-style-type: none"> • Transnational low season tourism product name • Countries where the transnational low season tourism product has been developed. • Implemented actions and achieved development of the product so far <p>seem they are addressed to an existing tourism product.</p> <p>How these sections could be completed in case that the tourist product is new?</p>
<p><u>Answer 49</u></p>	<p>Annex B0 was included with the purpose of helping the evaluation committee to assess the eligibility and relevance of the project proposal to the requirements of the Call for Proposals.</p> <p>If the tourist product is new, please specify :</p> <ul style="list-style-type: none"> • Transnational low season tourism product name • "New product" with a short description of the expected countries where the transnational low season tourism product will be developed • "New product" with a short description of the actions to be implemented and the development of the product to be achieved