



**EUROPEAN COMMISSION**

Employment, Social Affairs and Equal Opportunities DG

Social Protection and Integration

**Inclusion, Social Policy Aspects of Migration, Streamlining of Social Policies**

**CALL FOR PROPOSALS  
VP/2009/005**

**CALL FOR PROPOSALS FOR TRANSNATIONAL ACTIONS ON SOCIAL  
EXPERIMENTATION**

BUDGET HEADING 04.04.01.02

In view of the large number of enquiries, please do not telephone.  
Questions should be sent by email only to: [empl-progress-vp-2009-005@ec.europa.eu](mailto:empl-progress-vp-2009-005@ec.europa.eu)

This text is available in English, French and German. The English version is the original.

To ensure a more rapid response it would be helpful if applicants sent their queries in English or French.

## TABLE OF CONTENTS

<b>I TEXT OF THE CALL VP/2009/005.....</b>	<b>4</b>
1. INTRODUCTION AND CONTEXT .....	4
2. OBJECTIVES & EXPECTED RESULTS .....	5
3. ELIGIBILITY, SELECTION & AWARD CRITERIA.....	7
3.1. Exclusion and eligibility criteria .....	7
3.2. Selection criteria .....	8
3.3. Award criteria .....	9
4. AVAILABLE BUDGET FOR THIS CALL.....	10
5. MAXIMUM PERCENTAGE OF COMMUNITY CO-FINANCING .....	11
6. SUBMISSION OF GRANT APPLICATIONS .....	11
6.1. Start and duration of projects.....	11
6.2. Deadline for submission of proposals .....	11
6.3. Rules of submission.....	11
6.4. Evaluation Process.....	14
<b>II FINANCIAL GUIDELINES FOR APPLICANTS .....</b>	<b>15</b>
7. GENERAL PRINCIPLES .....	15
8. RULES RELATED TO THE GRANT REQUESTED.....	16
9. THE ESTIMATED BUDGET OF THE ACTION .....	16
9.1 The budget must be detailed and balanced.....	16
9.2 Expenditure.....	17
9.2.1 General criteria for eligibility of costs.....	17
9.2.2 Eligible direct costs .....	18
9.2.3 Eligible indirect costs - Overheads .....	21
9.2.4 Non-eligible costs .....	22
9.3 Income .....	22
10. HOW THE GRANT WILL BE CALCULATED .....	22
11. AGREEMENT GOVERNING THE GRANT .....	23
12. PAYMENT PROCEDURES.....	24
13. GUARANTEE.....	24

14. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS .....	25
15. SUBMISSION OF REPORTS AND OTHER DOCUMENTS.....	25
16. PUBLICITY .....	26
17. EVALUATION.....	27
18. CHECKS AND AUDITS.....	27
19. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM .....	27
19.1 Introduction of grant applications .....	28
19.2 Requests for payments and budgetary modifications .....	28
20. DATA PROTECTION.....	28
<b>III PROGRESS – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2009.....</b>	<b>30</b>
21. GUIDE ON HOW THE ACTIVITIES SHALL BE CARRIED OUT.....	30
22. PUBLICITY AND INFORMATION REQUIREMENTS .....	30
23. REPORTING REQUIREMENTS .....	31

# I TEXT OF THE CALL VP/2009/005

## 1. INTRODUCTION AND CONTEXT

The Social Agenda (2005-2010) has fixed as its overall strategic goal to promote more and better jobs and to offer equal opportunities for all. The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The Decision n°1672/2006 establishing a Community programme for employment and social solidarity – PROGRESS was adopted by the European Parliament and the Council on 24 October and published in the OJ on 15 November 2006.

PROGRESS aims at supporting the core functions of the European Community towards fulfilling its Treaty-delegated tasks and powers in its respective areas of competence in the employment and social sphere. PROGRESS' mission is to strengthen the EU contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To that effect, PROGRESS will be instrumental in:

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

More specifically, PROGRESS will support:

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

The present Call for Proposals is issued in the context of the implementation of the 2009 annual plan of work which is consultable at: <http://ec.europa.eu/progress/>

## 2. OBJECTIVES & EXPECTED RESULTS

Under Section 2 of PROGRESS, this call for proposals seeks to promote social experimentation as a source of innovation in the social policies falling within the open method of coordination applied to social protection and social inclusion in the European Union.

### Background

The social challenges the European Union is now facing require new solutions which cross institutional borders. The Commission aims to promote good governance by encouraging public authorities to invest in social innovations by means of participatory actions in order to meet the new challenges. Public authorities should act as broker between the Member States and regions to promote best practice in the design and management of social innovations, catalysing the development of a common understanding and framework for action, and acting as a facilitator for mutual learning through networking, the exchange of experience and peer reviews.

Social experiments are intended to:

- Provide innovative answers to social needs;
- Initially be undertaken on a small scale owing to existing uncertainty as to their effects;
- Be implemented in conditions which ensure the possibility of measuring their effects;
- Be repeated on a wider scale if the results prove convincing.

The communication on reinforcing the open method of coordination for social protection and social inclusion, adopted by the Commission as part of the renewed Social Agenda on 2 July 2008, stated that the PROGRESS programme could contribute to the development of social experimentation by testing innovatory ideas before they are integrated *en masse* into social programmes, for example in the domain of minimum income, family benefits or long-term care<sup>1</sup>.

On 23 October 2008 the European Economic and Social Committee delivered an exploratory opinion entitled "How can social experimentation be used in Europe to develop public active inclusion policies"<sup>2</sup>. The French Presidency of the Council of the EU emphasized the merit of the social experimentation method at the Forum on social experimentation held in Grenoble on 21-22 November 2008.

The EU has consistently sought to provide support to social innovation and to develop evidence-based policies in the social field through both the social open method of coordination and the European Social Fund. To this end, on 20 January 2009 the Commission explored with social innovation experts and stakeholders ways to boost the

---

<sup>1</sup> <http://ec.europa.eu/social/main.jsp?catId=550&langId=en>

<sup>2</sup> EESC document SOC/311, [http://www.eesc.europa.eu/sections/soc/social\\_policy\\_protection.htm](http://www.eesc.europa.eu/sections/soc/social_policy_protection.htm)

social innovation dimension of the Renewed Social Agenda at a workshop organised by the Bureau of European Policy Advisers (BEPA)<sup>3</sup>.

The approach and accumulated experience of the Community initiative EQUAL has spurred both in scale and scope social innovation across Europe, whilst PROGRESS has supported mutual learning within the framework of the Social open method of coordination. Both initiatives have a track record in involving Member States and regions as enablers of -and partners for- change and in using the participatory dimension of social innovations to mobilise stakeholder and citizen engagement for reforms.

The peer review seminars on social protection and social inclusion organized within the framework of the Social open method of coordination since 2004 provide a key source of inspiration<sup>4</sup>. The relative strengths and weaknesses and potential transferability of policies and projects considered best practices by host countries have been discussed in depth with representatives from peer countries, relevant stakeholders and thematic experts. The results of these seminars are well documented.

## **Objectives**

Selected projects should contribute to developing innovative social policies in key areas of the European strategy for social protection and social inclusion. These could include the active inclusion of persons excluded from the labour market, the alleviation of child poverty and the promotion of their well-being, and the strengthening of the accessibility, quality and viability of health care and long-term care.

This call offers applicants the possibility to develop "social experimentation" *stricto sensu*, whilst not excluding other methods of evaluation. Social experimentation *stricto sensu* enables comparison of policy outcomes for two or more groups randomly assigned to different policy regimes.

The present call focuses on the methodological aspects of the different phases of innovation and policy reform. Consequently, particular attention should be given to the issues of governance, evaluation and dissemination. This approach is consistent with the continual assessment of policies by the European Union and the principle – from both a social and budgetary perspective - that the impact and adequacy of social reforms be tested before they are generalised.

Proposals could also consider measuring delayed impacts after the end of the agreement.

Whatever the assessment method considered, the following will be key elements in the project:

---

<sup>3</sup> Press release:

<http://europa.eu/rapid/pressReleasesAction.do?reference=IP/09/81&format=HTML&aged=0&language=EN&guiLanguage=en>

<sup>4</sup> <http://www.peer-review-social-inclusion.eu/peer-reviews>

- a description of the baseline situation (*ex ante* situation);
- a detailed action plan on how to measure the intended and unintended impact, as well as how to systematically monitor, assess and compare outputs and results;
- the definition of a measurement system (indicators) before the project starts;
- the appointment of a dedicated evaluator to manage the process;
- a full and detailed monitoring and evaluation report at the end of the project.

Applicants are also invited to assess the opportunity of linking the project with actions or interest carried out under the ESF, including EQUAL. At a later stage, the results of the evaluation of the project could be used by ESF authorities to review/adapt their interventions, and thus bring about policy changes.

## **Results**

This call will help intensify mutual learning amongst the various actors in several participating countries and should facilitate the adaptation of public policies to evolving social needs and improving their governance (in particular by involving stakeholders in the public policy cycle and the evaluation of experiments according to agreed methodologies).

## **Scope**

Transnational projects should include partnerships between bodies responsible for public policies at national or sub-national level (policy designers, coordinators and financial actors), service providers and policy evaluators.

In accordance with the PROGRESS remit, this call will not support projects proposing direct delivery of benefits or in kind services to the population. In this respect PROGRESS is different from the European Social Fund. Examples of actions which could receive financial support – all with a transnational dimension - are preliminary studies, coordination of actors, assessment frameworks, etc.

## **3. ELIGIBILITY, SELECTION & AWARD CRITERIA**

### **3.1. *Exclusion and eligibility criteria***

#### **Exclusion criteria**

The applicants should certify that they are not in one of the situations listed in Articles 93(1), 94 and 96(2)a of the Financial Regulation<sup>5</sup>. This declaration by the applicant is annexed to the on-line application;

---

<sup>5</sup> OJ, L 248 of 16.09.2002, p. 26.

### **Eligibility of the applicant.**

This call is accessible to EU Member States, as well as the EFTA/EEA countries in accordance with the conditions established in the EEA Agreement (Iceland, Liechtenstein & Norway).

The applicant should be established in one of these countries.

It should be either:

1. a public authority or;
2. an organisation mandated by a public authority in accordance with the annexed form to carry out the activity. Such organisations must:
  - a) have their own legal status and be registered in one of the participating countries at the time of the submission of the application under the call;
  - b) be expressly mandated in accordance with the annexed form by the relevant public authority of the participating countries in writing to assume responsibility for implementation of the action(s);
  - c) be non-profit bodies or organisations of general interest;
  - d) not have general objectives which, directly or indirectly, conflict with the policies of the European Union or which are linked to an unsuitable image.

### **Eligibility of the proposal.**

The proposal submitted for funding should meet the following eligibility criteria:

1. be complete and comply with the rules for submission published in this call for proposals;
2. involve partner organisations from at least one other PROGRESS participating country;
3. have activities that fit in with those under the PROGRESS Programme;
4. only seek funding for activities in PROGRESS participating countries;
5. not seek funding for the operating costs of organisations, nor for their general ongoing activities, nor for profit-making purposes.

#### **3.2. *Selection criteria***

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

### **Financial capacity**

The applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.

The financial capacity of the applicant must be confirmed by the provision in the proposal of the following items:



1. Declaration on honour (includes financial capacity to carry out the activity see checklist point 5)
2. Balance sheet and profit and loss account for the last financial year (see checklist point 12)

**The verification of financial capacity will not apply to public bodies.**

### **Operational capacity**

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

The operational capacity of the applicant must be confirmed by the provision in the proposal of the following items:

1. Detailed CVs (educational and professional qualifications) and job specifications of the project manager/coordinator and of the persons who will perform the main tasks (see checklist point 9);
2. The last annual report from the applicant's organisation (see checklist point 10);
3. A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed (see check-list point 11);

### **3.3. *Award criteria***

The grants will be awarded following a comparative assessment of the proposals on the basis of the following criteria:

#### **Policy Criteria**

1. the extent to which there is a clear and well-supported diagnosis of the issues addressed in the proposal, the methods used to address these issues and a clear indication of the proposal's contribution to reinforcing the objectives promoted by the EU social open method of coordination. The consistency of the project with the social inclusion objectives promoted by the EU, the innovative character of the response regarding the current standard of service, the quality of the evaluation framework and methods will all be assessed;
2. the extent to which the proposal contributes to enhancing mutual learning and policy adaptations and to improving governance. The involvement of bodies responsible for public policies, service providers and policy

evaluators as well as the quality of their partnership, and the dissemination capacity of small scale projects into broader policy measures will be considered.

### **Organisational Criteria**

1. the clarity and feasibility of the proposed work plan, including timetable and methodology, and in particular its capacity to achieve the planned objectives through well-identified and well-planned activities with clear and attainable time-lines;
2. the adequacy of resources allocated to the project (human and financial) in relation to the planned objectives;
3. the quality and relevance of the monitoring and evaluation strategy envisaged for the initiative.

### **Financial Criteria**

1. the financial quality of the proposal including a reasonable and realistic budget, its likely value for money and a sound cost-efficiency ratio;
2. the quality, clarity and detail of budgetary presentation.

### **Achieving balance:**

In finalising its list of proposals to be supported the Commission will take into account:

1. the need to ensure a balance in the range of issues to be supported;
2. the importance of making sure that as many PROGRESS participating countries as possible are involved in this call; and,
3. the need to achieve the involvement of a broad range of actors in the programme.

## **4. AVAILABLE BUDGET FOR THIS CALL**

An amount of approximately EUR 3.5 million will be available for this call. It is envisaged that around 10 projects will be selected.

## **5. MAXIMUM PERCENTAGE OF COMMUNITY CO-FINANCING**

Community financial aid granted to each project will not exceed 80% of the total eligible costs. The applicant should guarantee the co-financing in cash of the remaining 20%. Contributions in kind<sup>6</sup> are not accepted.

**Applications which request a grant of more than 80% will be automatically excluded from the selection.**

## **6. SUBMISSION OF GRANT APPLICATIONS**

### **6.1. Start and duration of projects**

Activities should start between 15/12/2009 and 31/03/2010, for a maximum duration of 24 months and minimum duration of 12 months.

In view of the time required to evaluate applications, actions may not start before the deadline given above. Applicants should note that if their project is selected, they will not necessarily receive the grant agreement prior to the action starting date indicated and should, therefore, take this into account in programming the timing of their project.

Any expenditure incurred before signature of the grant agreement is at the applicant's risk.

### **6.2. Deadline for submission of proposals**

The proposals must be submitted electronically online and sent by post or by personal delivery in two hard copies to the Commission, by **01/09/2009** at the latest.

**Proposals which do not respect the date of submission will not be considered by the Evaluation Committee.**

### **6.3. Rules of submission**

Applicants are invited to fill in the application form and present the project proposal.

The **Application form** and further information related to the call for proposals is provided on the following website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

Questions can also be sent by e-mail to: [empl-progress-vp-2009-005@ec.europa.eu](mailto:empl-progress-vp-2009-005@ec.europa.eu)

**The Application form is an electronic form which must be filled in online.** Annexes, which are compulsory, must be also filled in and uploaded online (see part E of the

---

<sup>6</sup> By contributions in kind we mean the provision of goods and services to the beneficiary free of charge by a third party. Contributions in kind do not therefore involve any expenditure for the beneficiary and his partners and are not entered in their accounts.

online Application form). For this purpose, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. You can access to SWIM at the web site:

<https://webgate.ec.europa.eu/swim/displayWelcome.do>.

Before starting, please read carefully the "User's guide", which you will find at the top of the page ("Help on SWIM").

After filling in the form, applicants must submit it **both electronically and in hard copy**.

1) Electronic submission: to validate the application, click on the "send" button). This step is irreversible and must be carried out before the closing date.

2) Hard copy submission: applications accompanied by the annexes and all the required documentary proof should also be sent in duplicate to the addresses cited below by the deadline (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date). **Proposals submitted after this date will not be eligible:**

a) By post to the following **postal address**:

European Commission  
J 27 DG EMPL/E2  
Call for proposals VP/2009/005  
B-1049 Bruxelles

b) Or by **personal delivery** against an acknowledgement of receipt from the Commission's central mail service by 16.00 hours on **01/09/2009** at the latest to the following address:

European Commission  
J 27 DG EMPL/E2  
Call for proposals VP/2009/005  
Central Courier Service  
Avenue du Bourget, 1  
B-1140 Evere

The Applicant is requested to number the accompanying documents to be submitted with the application as shown below and send them **in duplicate (original + one identical copy)**. Please do make sure that the full set of the application form and all accompanying documents are included in your sending by post by the closing date. **The absence of any of these documents may invalidate the application.**

The application form must be electronically submitted before printing.. After the electronic submission, no further changes to the application are possible.

<i>Order</i>	<i>Document</i>
1	<b>Original cover letter</b> of application quoting the reference number of the call (VP/2009/005), duly signed and dated by the legal representative of the applicant organisation.
2	Print-out of the complete <b>online application form including estimated budget</b> , dated and signed by the legal representative of the applicant organisation.
3	Print-out of Work <b>programme and timetable</b> .
4	Original version of the <b>co-funding/partnership commitment</b> signed by the legal representatives of the organisations concerned and <u>specifying the amount</u> of each cash contribution.
5	Print-out of <b>Declaration on honour attesting the financial capacity (articles 93 (1), 94 and 96 (2)a)</b> , signed by the legal representative of the applicant organisation.
6	Print-out of <b>Financial identification form</b> duly completed and signed by the legal representative of the applicant organisation and bearing the stamp and signature of the bank.
7	Print-out of <b>Legal entity</b> form, completed and signed by the legal representative of the applicant organisation.
8	Copy of the <b>official registration certificate</b> or any other official document attesting to the establishment of the organisation (not necessary for public bodies & international organisations).
9	<b>Detailed CVs</b> (educational and professional qualifications) <b>and job specifications</b> of the project manager/coordinator and of the persons who will perform the main tasks.
10	Last <b>annual report</b> from the applicant's organisation (not necessary for public bodies & international organisations).
11	A <b>list of the main projects</b> carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed
12	<b>Profit and loss accounts and balance sheets</b> for the last financial year from the applicant's organisation (not necessary for public bodies & international organisations).
13	Copy of <b>articles of association/statutes</b> or equivalent, proving the eligibility of the organisation
14	<b>Mandate</b> given by the public authority if applicable.

If an Applicant submits more than one proposal, each application must be submitted separately.

With regard to presentation of applications, please:

4. Applications may be submitted in any of the official languages of the European Community, but it would be helpful to apply in English, French or German in order to facilitate the selection process.
5. Follow the order of documents as listed in the checklist and number them.
6. Print the documents double-sided, where possible.
7. Use 2-hole folders (do not bind or glue).

**Note that only complete applications submitted online and sent in time by registered mail or by personal delivery against an acknowledgement of receipt from the Commission's central mail service will be taken into account.**

#### **6.4. Evaluation Process**

All applications will be examined by an Evaluation Committee which will consider the eligibility, selection and award criteria set out in this document.

Only proposals which satisfy the eligibility and selection criteria will be assessed against the award criteria.

Upon completion of its work, the Evaluation Committee will draw up a list of proposals recommended for funding.

The Commission will inform each applicant of the final decision taken.

Applicants whose proposals have not been selected for funding will be informed of the results of the evaluation process including reasons for rejections in writing by the end of 2009.

A list of grant beneficiaries will be published on the DG for Employment, Social Affairs and Equal Opportunities website during the first semester 2010.

## II FINANCIAL GUIDELINES FOR APPLICANTS

**Disclaimer:** this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities<sup>7</sup> and its Implementing Rules<sup>8</sup>. The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

### 7. GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

#### *Co-financing principle*

Community grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).<sup>9</sup>

#### *No double financing rule*

Each action may give rise to the award of only one grant, there can be no duplicate European Community funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.<sup>10</sup>

#### *No-profit rule*

The Community grant may not have the purpose or effect of producing a profit for the Beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action. Any income of the action must be indicated in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.<sup>11</sup>

---

<sup>7</sup> Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

<sup>8</sup> Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

<sup>9</sup> Art. 113 FR and 172 IR

<sup>10</sup> Art. 111 FR and 173(5) IR

<sup>11</sup> Art. 109(2) FR and 165(1) IR

## 8. RULES RELATED TO THE GRANT REQUESTED

- The Community grant will not exceed 80% of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least 20% of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind<sup>12</sup> (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.
- Signed letters of commitment from the applicant organisation and/or other sources must be provided stating the precise amount of each financial (cash) contribution to the budget. If other institutions or organisations (partners) are involved in carrying out the project, the letter of commitment/partnership, from each of the partners, should also provide the name, address and person responsible and explain the nature of their involvement.
- An external audit report of the previous accounts of the applicant organisation produced by an approved external auditor must be provided for grant applications where the cost to be financed exceeds EUR 500.000.<sup>13</sup> The report must certify the accounts for the last financial year available.
- The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to impose financial and administrative penalties<sup>14</sup>.

## 9. THE ESTIMATED BUDGET OF THE ACTION

### *9.1 The budget must be detailed and balanced*

Grant applications must include a detailed estimated budget presented in Euro (see application form). Applicants established in countries outside the Euro zone must use the conversion rates published in the OJ of the European Community: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

Applicants should be aware that they fully carry the exchange rate risk.

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure<sup>15</sup>. Please make sure that all

---

<sup>12</sup> By contributions in kind we mean the provision of goods and services to the beneficiary free of charge by a third party. Contributions in kind do not therefore involve any expenditure for the beneficiary and his partners and are not entered in their accounts.

<sup>13</sup> Art. 173(4) IR (No audit report is required from public bodies or international organisations.)

<sup>14</sup> Art. 175 IR

<sup>15</sup> Art. 173(3) IR



the items related to the implementation of the action are included and not just those for which financing are being sought.

## ***9.2 Expenditure***

Expenditure must include the estimated costs exclusively for the implementation of the action.

### ***9.2.1 General criteria for eligibility of costs***

In order to be eligible for Community funding, costs must meet the following criteria<sup>16</sup>:

- (a) Be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- (b) Be indicated in the estimated overall budget of the action attached to the grant agreement;
- (c) Be necessary for the implementation of the action which is the subject of the grant;
- (d) Be 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 according to the usual cost-accounting practices of the Beneficiary;
- (e) Comply with the requirements of applicable tax and social legislation; and,
- (f) Be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

**The successful applicant must take care to avoid any unnecessary or unnecessarily high expenditure.**

The Beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Documentation justifying costs must be kept by the Beneficiary for **five years** following final payment by the Commission.

Expenditure eligible for financing may not have been incurred before the grant application was lodged.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

---

<sup>16</sup> Art. 172a IR

### *9.2.2 Eligible direct costs*

The eligible direct costs for the action are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following direct costs may be considered eligible:

#### **Staff costs**

The costs of staff (permanent or temporary staff employed by the Beneficiary or the partners) assigned to the implementation of the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, are eligible. The salary costs should not exceed the average rates corresponding to the Beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

The costs of personnel of public administrations may be considered as eligible 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.

Please, fill in the form reserved for these costs in the budget estimate (see application form) indicating the persons to be remunerated (full-time/part-time), the number of days of work to be performed and the daily rate calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per year.

When submitting the request for final payment, the Beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

The cost of any work to be performed by external experts by means of subcontracting must not be included in staff costs but under services.

#### **Travel, accommodation and subsistence allowances**

Travel costs must not exceed the most reasonable rates available on the market. Accommodation and subsistence costs related to the participants to the action are eligible provided that they are in line with the Beneficiary's usual practices on travel costs or do not exceed the scales approved periodically by the Commission which are set out in the table below).

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The *Daily subsistence allowances (DSA)* are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and two main meals, local transport, the cost of telecommunications and all other sundries).

Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- more than 6 hours up to 12 hours inclusive: 0.5 DSA;
- more than 12 hours up to 24 hours inclusive: 1 DSA;
- more than 24 hours up to 36 hours inclusive: 1.5 DSA;
- more than 36 hours up to 48 hours inclusive: 2 DSA;
- More than 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country are set out in the table below, and applicants are advised to adhere to these rates in their budget estimates<sup>17</sup>:

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>	<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT	Austria	95,00	130,00	IT	Italy	95,00	135,00
BE	Belgium	92,00	140,00	LT	Lithuania	68,00	115,00
BG	Bulgaria	58,00	169,00	LU	Luxembourg	92,00	145,00
CY	Cyprus	93,00	145,00	LV	Latvia	66,00	145,00
CZ	Czech Republic	75,00	155,00	MK	F.Y.R. of Macedonia	50,00	160,00
DE	Germany	93,00	115,00	MT	Malta	90,00	115,00
DK	Denmark	120,00	150,00	NL	The Netherlands	93,00	170,00
EE	Estonia	71,00	110,00	PL	Poland	72,00	145,00
EL	Greece	82,00	140,00	PT	Portugal	84,00	120,00
ES	Spain	87,00	125,00	RO	Romania	60,00	170,00
FI	Finland	104,00	140,00	SE	Sweden	97,00	160,00
FR	France	95,00	150,00	SI	Slovenia	70,00	110,00
HR	Croatia	60,00	120,00	SK	Slovakia	80,00	125,00
HU	Hungary	72,00	150,00	TR	Turkey	55,00	165,00
IE	Ireland	104,00	150,00	UK	United Kingdom	101,00	175,00
RS	Serbia	80,00	140,00				

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the Beneficiary and these should therefore not be included in the budget estimate.

### *Catering*

**The total amount calculated according to the above mentioned rules regarding Daily subsistence allowances shall constitute a maximum.** If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly.

### Costs of services

Information dissemination, publications costs can be taken into account provided that they are directly related to the action. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned the

<sup>17</sup> The daily allowance rates are subject to periodic review by the Commission.

frequency and language of publication, an indication of the production costs per copy as well as an estimate of the distribution costs where appropriate.

Translation costs must include the following details: the number of languages, the number of pages to be translated, and the rate applied per page. These rates may not exceed the most reasonable market rates.

Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. The accepted daily fee of an interpreter may not exceed 700 EURO (including VAT). Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

Evaluation: if the proposal supported requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an on-going basis, the progress of the action in relation to the objectives defined at the beginning and to benchmark the results. The cost of such work will be regarded as eligible expenditure.

### **Subcontracting**

Any service undertaken by an external party in connection with the implementation of the action is considered to be **subcontracting**.<sup>18</sup>

Applicants should have the operational capacity to complete the action to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the Beneficiary shall ensure that some<sup>19</sup> of the terms applicable to itself under the agreement are also applicable to the subcontractors.

It must be clearly specified in the description of the project which tasks it is intended to subcontract and why this subcontracting is necessary.

### **Main rules related to subcontracting activities**

When concluding external contracts in order to implement the action, the Beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money, i.e. the best price-quality ratio**. In doing so, the Beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests<sup>20</sup>.

Contracts as referred above may be awarded only in the following cases:

---

<sup>18</sup> Art. 120FR, 184 IR

<sup>19</sup> The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits

<sup>20</sup> In addition to these general rules, where the value of the external contract exceeds EUR 60 000, beneficiaries may be required to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the estimated value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the action and the management risk

- a) They may only cover the execution of a limited part of the action;
- b) Recourse to the award of contracts must be justified having regard to the nature of the tasks necessary for the implementation of the action;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts while the action is underway shall be subject to prior written authorisation by the Commission;
- e) The Beneficiary shall retain sole responsibility for the implementation of the action and for compliance with the provisions of the agreement. The Beneficiary must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under the agreement;
- f) The Beneficiary must undertake to ensure that the terms, mentioned above, applicable to him under the agreement are also applicable to the subcontractor.

### Administration costs

Depreciation for purchase of equipment<sup>21</sup>: the purchase cost of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the Beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission. A justification for the need of purchasing such equipment is to be annexed to the budget estimate.

Other eligible administrative costs are: rent of meeting rooms (coffee breaks included), rent of interpretation booths, communications' costs, charges for financial services, costs relating to a bank guarantee and to external audits, etc. Indicative amounts for rental of booths, excluding technical equipment: 750€ (excluding VAT) per day. Rental of booths with equipment and technical assistance: 1200€(excluding VAT) per day.

### *9.2.3 Eligible indirect costs - Overheads*

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs for the action. They are limited to a maximum flat-rate of 7% of the total eligible direct costs for the action. These can include maintenance, stationery, photocopying, mailing postage, telephone and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes provision for flat-rate funding in respect of indirect costs, they need not to be supported by accounting documents.

---

<sup>21</sup> Art. 172 IR

Indirect costs are not eligible for an action where the Beneficiary already receives an operating grant from the Community budget during the period in question.

#### *9.2.4 Non-eligible costs*

The following expenses are ineligible and not accepted:

- Contributions in kind: these are contributions that are not invoiced, e.g. voluntary work, equipment or premises made available free of charge;
- Return on capital;
- Debt and debt service charges;
- Doubtful debts;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Exchange losses;
- VAT, unless the Beneficiary can show that he/she is unable to recover it
- VAT paid by a public body to operators who are subject to VAT (when purchasing goods or services within the framework of the implementation of the co-financed action) is not eligible.
- Excessive or reckless expenditure;
- Costs declared by the Beneficiary and covered by another action or work programme receiving a Community grant.

### **9.3 Income**

Total income must be identical to total expenditure. The income side of the budget must show:

- The Beneficiary's contribution in cash: the direct monetary (cash) contribution from the applicant's own resources and/or the contribution from any other fund providers. This means a financial flow that can be traced in the written accounts of the Beneficiary.
- The revenue generated by the action: any income expected to be generated by the implementation of the action should be detailed (e.g. the yield from sales of publications).
- The Community grant: the grant requested from the Commission.

## **10. HOW THE GRANT WILL BE CALCULATED**

If the proposal is selected for a grant, the Commission will calculate the Community contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action.

The Commission reserves the right to reduce the grant requested if the proposal is acceptable but considered too expensive, and to reduce individual unit costs if these are estimated to be too high.

### **Determination of the final amount of the grant**

The Community final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the no-profit rule.

#### **- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement**

The Community final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the Community grant laid down in the grant agreement.

As a result, if the actual expenditure turns out to be lower than the expenditure you budgeted, the actual grant will also be reduced in application of the percentage contribution which will remain the same. If the actual expenditure turns out to be higher than the expenditure budgeted, the Community grant will not be increased. It is therefore in the applicant's interest to submit a realistic estimate of expenses.

#### **- Verification of compliance with the no-profit rule**

The grant may not have the purpose or effect of producing a profit for the Beneficiary<sup>22</sup>.

On the basis of the above rule if the total income of the action is higher than the total costs, the final grant amount will be reduced accordingly so that it will not produce a profit.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity report and the final statement of expenditure. The expenditure that is committed to the implementation of the action must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than inputted costs.

## **11. AGREEMENT GOVERNING THE GRANT**

Should the Commission award a grant, a standard grant agreement for an action setting out the conditions and maximum level of funding will be concluded with the Beneficiary.

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both of these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

---

<sup>22</sup> Art. 109(2) FR

## **12. PAYMENT PROCEDURES**

The payment arrangements will be laid down in the grant agreement.

1. A first pre-financing payment of 30% at the signature of the grant agreement.
2. Further pre-financing payment(s) of 40% of the total amount awarded upon receipt and approval by the Commission of a progress report on implementation of the action and detailed statement of the costs already incurred, showing that at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new-pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment.
3. The balance will be paid upon acceptance by the Commission of the final technical implementation report and final financial statement.

## **13. GUARANTEE<sup>23</sup>**

The Commission may require the Beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the Beneficiary in accordance with the conditions laid down in the grant agreement.

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

---

<sup>23</sup> Compulsory in the case of pre-financing representing over 80% of the total amount of the grant and exceeding EUR 60 000. However, this requirement may be waived for public-sector bodies and international organisations or for beneficiaries who have signed a framework partnership agreement with the Commission. (Art.118 FR and 182(1) IR)



## **14. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS<sup>24</sup>**

Payment shall be made to the Beneficiary's bank account or sub-account denominated in Euro. This account or sub-account indicated by the Beneficiary must make it possible to identify the funds transferred by the Commission.

If the funds paid to their account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits, if they have been generated by pre-financing payments which remain the property of the European Community, shall not be treated as a receipt for the action.

The Beneficiary shall, as specified in the grant agreement, inform the Commission of any interest or equivalent benefits yielded by pre-financing payments higher than EUR 50 000, it has received from the Commission. Notification must be made when the request is introduced for interim payment or for payment of the balance that clears the pre-financing.

Interests yielded by pre-financing payments between EUR 50 000 and 750 000 will be directly deducted from payments. Interests generated by pre-financing payments higher than EUR 750 000 will be recovered by a recovery order.

Interests shall not be due to the Communities for pre-financing paid to Member States, to their regional or local authorities including organisms and administrative and instrumental structures under their control or paid in the framework of joint management with international organisations.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

## **15. SUBMISSION OF REPORTS AND OTHER DOCUMENTS**

**Please read carefully PROGRESS additional conditions on how the activities shall be carried out.**

The final report on the implementation of the action along with a final financial statement of all actual expenditure and actual revenue are to be sent within three months from the closing date of the action. The final report should answer at least to the following questions:

- 1) How was the project performed? Was it performed in accordance with the description of the action annexed to the grant agreement? (Describe the project, its results and methodology, planned activities, timetable, partners, participants, etc.).
- 2) To what extent did the project meet the objectives set?
- 3) What was the European added value of the implementation of the action?

---

<sup>24</sup> Art. 5(a) FR, Art. 3, 4, 4(a) IR

- 4) How was the project presented to the public and how were the results disseminated?
- 5) What lessons have been learned from this experience?
- 6) Describe the results of the evaluation (internal/external) of the implementation of the action.

In addition to these requirements, the documents indicated in the text of the call for proposals must also be provided.

Should the final report be deemed to be inadequate and of low quality, the Commission reserves the right to request additional information within 60 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

## 16. PUBLICITY

**Please read carefully PROGRESS additional conditions on publicity and information requirements.**

Beneficiaries of the grant are required to mention clearly the fact that they have received funding from the Community in any publication and/or in other materials, or in the occasion of activities (conferences or seminars, etc.), for which the grant is used, using the following wording: **"With support from the European Union "**. The logo of the EU should also be visible.

Any communication or publication by the Beneficiary, in any form and medium, including the Internet, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

In addition to these minimum requirements, references specified in the text of the call for proposals must also be indicated.

All grants awarded in the course of a financial year shall be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.

By signing the grant agreement for an action, the Beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet site of the Community<sup>25</sup>:

- The Beneficiary's name and the address
- The subject of the grant,
- The amount awarded and the rate of funding of the costs of the action.

---

<sup>25</sup> Art. 110(2) FR, 169(2) IR

Upon a duly substantiated request by the Beneficiary, publication of this data can be waived if it threatens the safety of the Beneficiary or harms his business interests.

## **17. EVALUATION**

**Please read carefully PROGRESS additional conditions on reporting requirements.**

If the proposal should include a specific evaluation component for ongoing monitoring and final evaluation of the action, these costs can be taken into account as eligible in the budget estimate.

Successful proposals could be the subject of an ongoing and ex-post evaluation led by the Commission and/or by independent experts selected by the European Commission. Therefore, the beneficiaries of the grant undertake to make available to the Commission and/or persons authorised by it, all such documents or information as will allow the evaluation to be successfully completed and give them the rights of access required.

## **18. CHECKS AND AUDITS**

Requests for payment of the balance will be accompanied by an external audit report produced by an approved auditor. Its purpose is to certify that the submitted accounts comply with the financial provisions of the agreement, that the costs declared by the Beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible according to the grant agreement and that all receipts have been declared.

The obligation does not apply to public bodies or international organisations. In these cases, the Beneficiary himself shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

All Beneficiaries undertake to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The Beneficiary must enable the Commission and/or the European Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant's organisation for five years following final payment by the Commission.

## **19. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM**

The Internet Web application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications,

request for payments and request for modifications on the budget estimate. SWIM can be accessed in the following web address<sup>26</sup>: <https://webgate.ec.europa.eu/swim>.

### ***19.1 Introduction of grant applications***

The grant application form has to be electronically filled in as follows:

1. - Access the system at the address mentioned above and click on the link "New grant application";
2. - Select the number of the call for proposals you wish to apply for and, eventually, fill in your application.

Once your application is completed, click on the "submission" button in order to finalised the submission procedure.

Please note that after having submitted your application form electronically no changes to the application are possible.

After being submitted electronically, the application form must also be printed out, signed by the legal representative of the organization submitting the proposal and sent by post to the responsible Unit, as specified in the text of the call for proposals.

**Failure to respect this procedure will render the application ineligible.**

### ***19.2 Requests for payments and budgetary modifications***

In addition to the documents specified in the grant agreement, financial documents required in support of requests for further pre-financing payments and for payment of the balance, as well as requests for modifications of the budget estimate to be made by addendum must also be electronically submitted using SWIM.

To be allow to log on into SWIM and access its grant file, the Beneficiary will be asked to enter in the login page the same File number and Access code assigned by the system to the grant application when it was created.

## **20. DATA PROTECTION**

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.<sup>27</sup> Replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, applicants may be sent personal data and correct or complete them. For any question relating to these data, please

<sup>26</sup> For more technical details on SWIM utilisation, a user's manual is available on line

<sup>27</sup> Official Journal L 8, 12.1.2001.

contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

### **III PROGRESS – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2009**

#### **21. GUIDE ON HOW THE ACTIVITIES SHALL BE CARRIED OUT**

The PROGRESS Programme aimed at promoting gender mainstreaming in all its five policy sections and commissioned or supported activities. Consequently, the beneficiary will take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of the proposed activities includes a gender perspective by considering systematically women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed.
- its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the action. This will in particular entail that where the Contractor/Beneficiary organises training sessions, conference, issues publications or develops dedicated websites, people with disabilities have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the beneficiary to promote equal employment opportunities for all its staff and team. This entails that the beneficiary shall foster an appropriate mix of people, whatever their ethnic origin, religions, age, and ability.

The beneficiary will be required to detail in its activity report accompanying the request for the final instalment the steps and achievements it made towards meeting these requirements.

#### **22. PUBLICITY AND INFORMATION REQUIREMENTS**

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the Community Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

*This (publication, conference, training session etc) is supported by under the European Community Programme for Employment and Social Solidarity - PROGRESS (2007-2013).*

*This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.*

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

*PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS will be instrumental in:*

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

*For more information see:*

*[http://ec.europa.eu/employment\\_social/progress/index\\_en.html](http://ec.europa.eu/employment_social/progress/index_en.html)*

For publications it is also necessary to include the following reference:

*"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"*

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

## **23. REPORTING REQUIREMENTS**

*PROGRESS* will be implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing for these results, including setting clear desired results, implementing plans based upon these results and learning about 'what works' in the process;

- Seizing opportunities to work together whenever this helps achieve the results.

As a first step, a Strategic Framework for the implementation of PROGRESS has been developed in collaboration with Member states and organisations from the civil society. The Strategic Framework provides the framework for implementing PROGRESS, complemented by the Performance Measurement, which defines PROGRESS mandate, its long-term and specific outcomes. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website.

The Commission will in that context monitors the effect of PROGRESS supported or commissioned initiatives and considers how these initiatives contributes to PROGRESS outcomes as defined in the Strategic Framework. In that context, the Beneficiary will be asked to loyally work in close cooperation with the Commission and/or persons authorised by it to define their expected contributions and the set of performance measures against which their contribution will be assessed. The Beneficiary will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement. In addition, the Beneficiary will make available to the Commission and/or persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed and to give them the rights of access.



## PROGRESS ULTIMATE OUTCOME

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

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

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

### **Legal Regime Outcome:**

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

#### **Performance Indicators**

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

### **Shared Understanding Outcome:**

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

#### **Performance Indicators**

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

### **Strong Partnerships Outcome:**

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

#### **Performance Indicators**

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

## **MANDATE GIVEN BY A PUBLIC AUTHORITY TO THE APPLICANT**

In accordance with point 3.1 of the call for proposals, this mandate is compulsory if the applicant is not a public authority.

The following public authority:

*(name, address)*

Attests that it supports the proposal of the following applicant:

*(name, address)*

And certifies that the project is relevant in the light of current social needs and in the context of the social policy framework. The results of the project are likely to have a wide-scale impact and feed into policy reforms.