



**GUIDELINES - VP/2010/008**

**Call for Proposals – Support to national activities aiming at the identification of good practices in combating discrimination and promoting equality - PROGRESS (2007-2013)**

*Note: This call is addressed to national authorities only*

**Deadline: 19 May 2010**

The English version of the call is the original

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## 1. OVERALL CONTEXT OF THIS CALL

### a) The PROGRESS programme in general

PROGRESS is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda<sup>1</sup>. 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 PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this 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 supports:

- the implementation of the European Employment Strategy (section 1);
- the implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- the improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- the effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- 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 2010 annual work plan which can be consulted at <http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>.

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<sup>1</sup> Decision No 1672/2006

## **b) The opportunities offered by the "Antidiscrimination and diversity" strand of PROGRESS**

Section four of the "Community Programme for Employment and Social Solidarity (PROGRESS)<sup>2</sup>" supports the effective implementation of the principle of non-discrimination. Article 7(c) stipulates that this shall be done by, among other things,

*"Raising awareness, disseminating information and promoting the debate about the key challenges and policy issues in relation to discrimination and the mainstreaming of anti-discrimination in all Community policies, including among the social partners, NGOs and other stakeholders"*

To this aim, Article 9 of the same Decision allows for the financing of certain types of activities such as:

- Identification and exchange of good practices, innovative approaches and experiences; organisation of peer review and mutual learning by means of meetings/workshops/seminars at European, transnational or national level, taking account, where possible, of specific national circumstances.
- Funding of specialised seminars addressed to those working in the field, key officials and other relevant actors.

## **c) The legal and policy frame on non discrimination at EU level**

The right of all individuals for a protection from discrimination is a fundamental right which is essential in order to allow any democratic society to function properly. The introduction of Article 19 in the Treaty on the functioning of the European Union<sup>3</sup> strengthened the European Union's capacity to act in this area by giving it specific powers to take action to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

On that basis, the Council adopted, in 2000, two directives transposed over the past few years into national laws: the Directive 2000/43/EC<sup>4</sup> implementing the principle of equal treatment between persons irrespective of racial and ethnic origin and the Directive 2000/78/EC<sup>5</sup> establishing a general framework for equal treatment in employment and occupation on the grounds of religion or belief, disability, age or sexual orientation.

The 2007 European Year of Equal Opportunities for All was an opportunity to renew a shared vision of Europe where all people enjoy a life free from discrimination and to reaffirm that realising full equality of opportunities is essential for the growth, cohesion, prosperity and well being of Europe and its people<sup>6</sup>.

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<sup>2</sup> Decision No 1672/2006/EC of the European Parliament and of the Council.

<sup>3</sup> Previously Article 13 of the Treaty establishing the European Community

<sup>4</sup> OJ L 180/22 of 19.7.2000

<sup>5</sup> OJ L 303/16 of 2.12.2000

<sup>6</sup> See in particular Council Resolution on the Follow-up of the 2007 European Year of Equal Opportunities for All (2007/C/308/01)

Drawing on the successful implementation of the 2005 Framework Strategy against Discrimination and the 2007 European Year, the Commission adopted under its [renewed social agenda](#) on 2 July 2008 a **non-discrimination package** comprising:

- a proposal for a new directive on equal treatment prohibiting discrimination on grounds of age, disability, sexual orientation and religion or belief outside the employment sphere<sup>7</sup>.
- a **Communication entitled "Non discrimination and equal opportunities: a renewed commitment"**<sup>8</sup> which presents a comprehensive approach to step up action against discrimination and promote equal opportunities. This communication describes the implementation of the current legislation and the above mentioned proposal for a new directive for completing the legal framework. It also states that better legislative protection against discrimination must be supported by an active strategy to promote non-discrimination and equal opportunities mainly through:
  - more effective use of the instruments available such as non-discrimination mainstreaming, positive action, actions to measure discrimination and evaluating progress, awareness raising and training and activities promoting diversity at the work place;
  - a new impetus given to the dialogue on non-discrimination policy both targeted at national authorities (mainly thanks to a governmental experts group) and civil society.
- a Commission Decision creating a **non-discrimination governmental experts group**<sup>9</sup> to examine the impact of national and EU-level non-discrimination measures, validate good practice through peer learning and develop benchmarks to evaluate the effectiveness of non-discrimination policies.
- a Commission Staff Working paper on Community instruments and policies for Roma inclusion<sup>10</sup>

The recent entry into force of the Lisbon Treaty gives a clear mandate to the European Union which shall aim to combat discrimination (based on sex, racial and ethnic origin, religion or belief, disability, age and sexual orientation) when defining and implementing its policies<sup>11</sup>.

Furthermore, in the specific area of disability, the Commission issued a Disability Action Plan in 2003 with a target of 2010 addressing legislation, mainstreaming and accessibility in order to improve the situation of person with disability in Europe including the removal of discrimination. Currently the Commission is preparing a new European Disability Strategy to succeed the Disability Action Plan (adoption foreseen mid 2010).

In addition, the European Community (now the EU) and all the Member States have signed the UN Convention on the Rights of Persons with Disabilities and are in the process of ratification and implementation.

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<sup>7</sup> COM(2008)426

<sup>8</sup> COM(2008)420

<sup>9</sup> C(2008)3261

<sup>10</sup> SEC(2008)2172

<sup>11</sup> See article 10 of the Lisbon Treaty.

Finally, the Commission runs since 2003 an information campaign entitled “For Diversity. Against Discrimination” now funded through PROGRESS. The campaign works in all 27 EU Member States to raise awareness of discrimination, and the legislation which exists to combat it, as well as to promote the benefits of diversity<sup>12</sup>.

## 2. WHAT ARE THE AIMS OF THE CALL?

The objectives of this call are to support national authorities of PROGRESS participating countries in:

- Developing their national policy to combat discrimination and promote equality beyond legislation;
- Fostering the dissemination of information on EU and national policy and legislation in the anti discrimination field as required by articles respectively 10 and 12 of the above mentioned directives<sup>13</sup>.
- Identifying best practices which could be transferable to other participating countries;
- Better implementing their legislation on non discrimination adopted following Directives 2000/43/EC and 2000/78/EC.

In the present call, the Commission wishes to support activities which tackle at least one of the following **5 grounds of discrimination**: race and ethnic origin, disability, age, religion or belief and sexual orientation.

Following the 2007 European Year for Equal Opportunities for all and the design of **national strategies** by each country taking part in the Year's activities, national authorities can play a key role in identifying the needs in their country in terms of legislation implementation, policy development and awareness-raising activities as well as the key actors to involve in this process.

Funding from PROGRESS should complement existing or planned national activities in the field of non discrimination. Applications should clearly demonstrate the added value of European-level funding and take into account gender mainstreaming.

## 3. WHO CAN APPLY FOR THE CALL?

This call is only addressed to the **antidiscrimination contact points** nominated under the PROGRESS programme in the 27 EU Member States, EFTA-EEA States (Iceland, Lichtenstein, Norway), candidate and potential candidate countries (Croatia, the Former Yugoslav Republic of Macedonia, Serbia and Turkey).

The antidiscrimination contact points will:

- decide on the structure of the application : direct application of national authorities or mandate given to another organisation (see point 5) ;

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<sup>12</sup> See more information at <http://www.stop-discrimination.info/24.0.html>

<sup>13</sup> "Member States shall take care that the provisions adopted pursuant the Directive, together with the relevant provisions already in force in this field, are brought to the attention of the persons concerned by all appropriate means throughout the territory".

- co-ordinate the elaboration of the national framework document which should be attached to the application (see point 7).

The list of PROGRESS antidiscrimination contact points is available in Annex III.

#### **4. HOW MUCH FUNDING IS AVAILABLE?**

The approximate total budget for this call for proposals is **€6 000 000**.

Each participating country can submit one or two application(s) for a global maximum EU-subsidy of **€300.000**. The Union's financial contribution to any applications will not exceed 80% of the total eligible costs. The beneficiaries must guarantee co-financing of the remaining 20%.

The Commission will assess all submitted applications and establish a ranking list according to the results of the evaluation.

The Commission, if it deems necessary, can make reductions to the budget proposed for certain applications (the co-financing rate would in this case remain the same).

#### **5. STRUCTURE OF NATIONAL ACTIONS**

- National PROGRESS antidiscrimination contact points can submit or support either one or two application(s).
- The application can be either carried out by a national authority or by a mandated organisation (in this case, see additional conditions under point 9a).
- The applications(s) submitted can include several activities.
- The activities can be carried out either by the applicant alone or with the involvement of other partner organisations. In this case, the applicant will endorse the responsibility for the whole action. Furthermore, the role and responsibility of the partners in the action should be clearly defined in the attached "Detailed description and time-schedule (annex E.5)".
- If the beneficiary has to conclude contracts in order to carry out a limited part of the action(s), it shall justify this working method under point 10.b) of Annex E.5 and duly respect the subcontracting rules set in the financial guide attached to this call for proposals.
- The application(s) submitted must be accompanied by a short framework document setting national priorities for 2010 elaborated and agreed by the working group mentioned below (point 7).

## 6. WHAT KIND OF ACTIVITIES CAN RECEIVE FUNDING AND ON WHICH SUBJECT?

### **a) Priority themes for 2010-2011**

Thanks to this call for proposals, the European Commission expects to support activities carried out by national authorities for **developing their non-discrimination policy beyond legislation.**

The Commission would in particular encourage activities on the priority themes identified in its Communication "Non discrimination and equal opportunities: a renewed commitment"<sup>14</sup>, namely:

#### **1. Non discrimination/equality mainstreaming:**

As already announced in the last meeting of the governmental expert group on non discrimination<sup>15</sup>, the Commission strongly encourages national authorities to use the present call for proposals to develop their capacity in mainstreaming non discrimination and equality issues into their policies, legislation and programmes at national, regional and local levels.

Such activities could take the form of:

- Awareness raising on the importance and on the concept of non discrimination/equality mainstreaming.
- Development of mainstreaming tools such as equality impact assessment, lighter equality proofing, equality plans...
- Implementation of a mainstreaming process at national level. This can take the form of training on equality issues for civil servants responsible for policy design and/or elaboration and management of programmes both at national and regional/local levels, elaboration and dissemination of manuals, creation of specific curricula in public servants' training programmes...

It is highly recommended to get familiar with the existing work done at EU-level on non discrimination/equality mainstreaming, in particular the final report of the seminar of exchange of good practices between national authorities which took place in Helsinki in September 2009.

See further information on: <http://ec.europa.eu/social/main.jsp?catId=840&langId=en>

2. **Multiple discrimination:** research work on the phenomenon, awareness-raising of its existence and consequences, identification and dissemination of good practices in combating multiple discrimination.
3. **Measurement of discrimination:** production and collection of anonymous data on discrimination of vulnerable groups at the national/regional level in order to improve the monitoring of actions to combat discrimination.
4. **Positive action:** identification of existing legal frameworks, policies and practices, research work on their impact and effectiveness and awareness-raising on their results. Activity may for example build on the results of a recent Commission's study on

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<sup>14</sup> COM(2008)420

<sup>15</sup> On 20 October 2009 in Brussels

international perspectives on positive action measures by adding a number of good practices across different grounds, organisations and sectors.

5. **Diversity management in the public and private sectors:** awareness raising on the business case for diversity at national, regional and local levels.
6. **Disability:** Activities to support the implementation of the European Disability action Plan and the UN Convention on the Rights of Persons with Disabilities.

On each of the above mentioned subject, please see related Commission's studies/reports at the following address:

<http://ec.europa.eu/social/main.jsp?catId=618&langId=en&moreDocuments=yes>

All applications should take into account the **gender dimension** of discrimination. If the action(s) deal(s) with multiple discrimination, gender can obviously be considered as a discrimination ground in addition to those mentioned under point 2 of the present guidelines.

All applications should also explain how they will ensure access to people with disabilities to the materials, publications, activities and events in a non discriminatory manner and in practice how they will implement accessibility for persons with disabilities.

#### **b) Type of activities**

Keeping in mind the thematic priorities presented under point a) above, national authorities may submit applications integrating one or more of the following activities:

1. **Training activities** in the non discrimination field.  
Possible target groups: civil servants and public services' staff, judges, legal practitioners, NGO, trade unions, human resources managers...
2. **Identification, analysis, promotion and dissemination of good practices** on non discrimination.  
This activity could for example include the production of a website or a handbook on good practice which could be of interest to a wider audience within or beyond the national level.
3. **Organisation of events raising awareness about discrimination** on the grounds of disability, age, racial and ethnic origin, religion or belief and sexual orientation and/or promoting the benefits of diversity.  
Such activities can in any case not cover events planned under the EU information campaign "For Diversity against discrimination" such as Diversity Days.
4. Carrying out of **studies or surveys** at national level aiming at better understanding the phenomenon of discrimination and the situation of discriminated groups especially on the labour market (ethnic minorities, young and older people, disabled people, LGBT<sup>16</sup> people, religious minorities).

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<sup>16</sup> LGBT: Lesbian, Gay, Bi-sexual and Transgender people.



This list of activities is not exhaustive. National authorities may propose other types of activities as long as they fit into the general aims of the call and directly contribute to the development of their national non discrimination and equality policy.

## 7. WHAT KIND OF GOVERNANCE / DIALOGUE MECHANISMS ARE NECESSARY?

As underlined in the Council Resolution on the follow-up of the 2007 European Year of Equality for all (EYEO), Member States and the Commission were strongly encouraged to build on governance mechanisms established during the Year<sup>17</sup>.

Following this recommendation, the Commission created, in July 2008, a "Non discrimination Governmental expert group" which met for the first time in November 2008 (see point 1 c of the present guidelines). The members of this group took over the role of PROGRESS antidiscrimination contact points. For candidate countries, these contact persons remain the same.

As in 2009, national authorities are requested to put in place a dialogue mechanism with the civil society in order to identify national needs for the 2010-2011 period and explain how the proposed action(s) will answer them.

### Consultation process

- The PROGRESS antidiscrimination contact point is requested to set up an **ad hoc national working group** for this call including at least :
  - The PROGRESS antidiscrimination contact point.
  - Members of the civil society representing **all** grounds of discrimination mentioned under point 2 (for example the advisory or steering group created during the 2007 EYEO).
  - The National Equality Body (as described under article 13 of Directive 2000/43/EC) and/or equality bodies on other grounds of discrimination.
- This working group should elaborate a **framework document** of maximum 8 pages (see template in Annex E.6 to the on-line form) identifying the priorities and challenges for 2010-2011 at national level in the fight against discrimination, working on the basis of :
  - The 2009 framework document if the participating country has already answered to the 2009 call for proposals.
  - The national strategy produced for the 2007 EYEO (if no framework document had been produced for 2008 or 2009).
  - The results of actions financed under previous calls on national awareness raising activities,
  - The results of activities carried out as part of the information campaign "For Diversity, Against Discrimination".

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<sup>17</sup> See Point 4 of Resolution 15383/07 - SOC 468 adopted by the EPSCO Council in December 2007.

- On the basis of this framework document, the ad hoc national working group should agree on one or two application(s) to be financed under this call.
- After completion of the action(s) financed under this call, the Antidiscrimination contact point will be requested to produce a short analysis presenting the results of the action(s) in relation to the challenges and priorities identified in the above mentioned framework document for 2010-2011. This analysis will be attached to the final report sent to the European Commission.
- The member of the PROGRESS committee must be informed in writing about the application (if he/she is a different person from the Antidiscrimination contact point).

### **Important remark**

The framework document should describe the way in which this consultation of the civil society has been done. Please note that the quality of this consultation process is one of the award criteria used by the Commission for assessing your application.

### **8. CAN NATIONAL AUTHORITIES NOMINATE AN ORGANISATION TO CARRY OUT THE ACTIVITY?**

National Authorities may nominate one or more external organisations to be responsible for developing and co-ordinating the action(s). An official letter of endorsement from the relevant national authorities must be included in the application(s) from such organisations. In this case, the Union grant agreement will be signed with the organisation which has received the mandate from the national authorities to carry out the action(s).

See additional conditions applicable in this situation under the eligibility criteria.

### **9. HOW WILL THE PROPOSAL BE EVALUATED?**

Each of the proposals received under this call which met the requirements laid down in the submission procedure will be assessed by an evaluation committee according to the following criteria:

#### **a) Exclusion and eligibility**

##### Eligibility of the proposal

- The proposed application must have been sent before 19 May 2010.
- The proposed application must have received the agreement of the anti-discrimination contact point (nominated by the participating countries under the PROGRESS programme).
- The national PROGRESS Committee Member must be informed in writing that a proposal will be submitted.
- The activities included in the proposal must correspond to one or more of the types of activities defined under point 6.

- The national authority and/or mandated organisation(s) must provide evidence of minimum 20 % co financing (see model of letter of commitment in Annex E.2 to the on-line form).

#### Eligibility of the applicant

- All applicants must certify that they are not in one of the situations listed in Articles 93(1), 94 and 96(2)a of the Financial Regulation (see Annex E.1 to the on-line form);
- Organisations mandated by the national authority to carry out the activity **must in addition**:
  1. 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;
  2. be expressly mandated by the relevant national authority of the PROGRESS participating countries in writing to assume responsibility for implementation of the action(s);
  3. be non-profit bodies or organisations;
  4. not have general objectives which, directly or indirectly, conflict with the policies of the European Union or which are linked to an unsuitable image.

#### **b) Selection Criteria**

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

##### ▪ **Financial capacity**

The assessment of financial capacity will not apply to public bodies.

If the applicant is not a public body, the following criteria must be fulfilled:

- access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.
- financial resources which are not exclusively made up of subsidies and grants from the European Institutions
- ratio annual income/total costs of the application above 0.7.

##### ▪ **Operational capacity**

- To complete the proposed action: 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. This will be assessed on the basis of the CV of staff involved in the action.
- The applicant must have a strong track record of competence and experience in the field of non discrimination and in particular in the type of actions proposed in the application (on at least one of the grounds covered by the Directives 2000/43/EC and 2000/78/EC).

In addition, if the applicant is not a public body it must provide:

- The organisation chart
- An official document attesting the establishment of the entity by the national authorities.

The fulfilment of these selection criteria will be assessed by the evaluation committee on the basis of the documents mentioned in the check list.

### **c) Award Criteria**

Applications which passed the two first stages of the selection (exclusion & eligibility and selection) will then be assessed on the basis of the following weighted award criteria:

- Quality of the governance process put in place by the PROGRESS antidiscrimination contact point for establishing the framework document **7%**.
- Quality of the framework document and its coherence with the proposed action(s) **8%**.
- Relevance of the action(s) to the objectives of the call for proposals **15 %**.
- Coherence between the action(s) and the other national activities in the fight against discrimination in particular those undertaken under the antidiscrimination strand of the PROGRESS funding programme (i.e. information campaign "For diversity against discrimination") **5 %**
- Quality of the methodology for developing and implementing the action(s) **20 %**.
- European dimension and added value of European Union funding **8 %**.
- Reality and quality of the way in which the gender dimension of discrimination has been taken into account in the proposal and is meant to be implemented during the action(s) **5%**.
- Identification of the target audience and definition of a clear strategy for communicating effectively with that audience **8 %**.
- Quality of evaluation and feedback mechanisms (e.g. how to assess impact and quality of proposed outputs) **8 %**.
- Durability and dissemination potential of the activities foreseen both at national and European levels **8 %**.
- Quality and feasibility of the application's budget which must be realistic, reasonable, balanced and clearly reflecting the activities foreseen **8 %**.

### **10. HOW MUCH OF THE ACTIVITY WILL BE FINANCED BY UNION FUNDING AND HOW MUCH MUST BE COFINANCED?**

Union funding may cover a maximum of 80% of the total eligible costs. The remaining amount must be guaranteed in cash. Contributions in kind are not accepted.

The equivalent amount of not less than 20% of the total eligible cost is to be supported by the applicant's own resources or from other sources. A letter confirming the amount of co-financing must be submitted with the application (See Annex E.2 to the on-line form).

Failure to provide such a supporting letter will mean that the application will be considered ineligible.

#### **11. WHEN CAN ACTIVITIES START/FINISH?**

The period of performance for national activities is usually limited to **12 months or less**. All grant agreements must be concluded (signed by the applicant and the Commission) by 31 December 2010 at the latest in order to qualify for funding under the 2010 budget.

Activities must in any case begin **not later than 20 December 2010**. They may begin before the signature of the grant agreement in duly justified cases, but only after the date of submission of the related proposal. In this later case, the beneficiary will support the financial risk either of not being selected or having its proposed budget amended.

Please note that only costs incurred during the period of performance can be considered as eligible.

#### **12. WHAT IS THE TIMING FOR THE CALL FOR PROPOSALS?**

Indicative timetable:

March 2010	Publication of the call for proposals.
<b>19 May 2010</b>	<b>Deadline for submitting applications.</b>
June-July	Commission will examine the applications and will draw up a list of selected applications and submit it to the PROGRESS Programme Committee.
September	Right of scrutiny of the European Parliament (1 month).
October	The Commission will inform each applicant of the final decision taken, including reasons for rejection or non-eligibility
November	The Commission will finalise the grant agreements and send them to selected applicants for signature.

#### **13. WHAT IS THE PROCEDURE TO APPLY FOR FUNDING?**

The compulsory on-line grant application form is an electronic form which must be filled by using the Internet Web system "SWIM" at the following internet address:

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

This system allows the introduction, edition, validation and submission of the grant application form.

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

Be aware that, after having submitted your form electronically, no changes to the application are possible, nor allowed.

If you have any questions concerning the call for proposals, please feel free to contact:

<b>For technical assistance regarding Swim</b>	Empl-swim-support@ec.europa.eu
<b>Other questions</b>	EMPL-PROGRESS-VP-2010-008@ec.europa.eu

#### 14. WHEN IS THE DEADLINE FOR APPLICATIONS?

The deadline for sending all the required documents (**see annex I: Checklist**) to the Commission is **19 May 2010** (the postmark or the express courier receipt date serving as proof).

In compliance with the principles of transparency and equal treatment of the applicants, the European Commission will not extend the set deadline.

#### 15. HOW DO I SUBMIT THE APPLICATION TO THE EUROPEAN COMMISSION?

Once the application is submitted electronically via SWIM, a print out of an exemplar has to be signed by the legal representative submitting the proposal and be sent to the Commission.

Please send your covering letter of application, together with all other documents listed in the checklist as signed originals as well as one copy of all these documents (in total : 2 sets of documents) by the deadline as follows :

<b>a) BY POST</b>	not later than 19 May 2010 as evidenced by the postmark to the following postal address	European Commission DG Employment, Social Affairs and Equal Opportunities CAD Service - Courier J 27 00/115 Unit G4 Call for proposals VP/2010/008  B-1049 BRUSSELS
OR		
<b>b) BY COURRIER POST</b>	not later than 19 May 2010 as evidenced by the deposit slip to the following address:	European Commission Avenue du Bourget 1 Central Courier Sector Unit EMPL/G/4 (Office J-54 01/035): Call for Proposals VP/2010/008  B-1140 EVERE

OR		
<b><u>c) HAND-DELIVERED</u></b>	<p>direct or through any authorised representative of the applicant, against a signed and dated receipt from the Central Courier Sector, before <b>12 am Brussels time on 19 May 2010</b> to the following address :</p> <p>(opening hours: Monday to Thursday 9:00 - 12:00 and 14:00 - 17:00, Friday: 9:00 - 12:00) :</p>	<p>European Commission Avenue du Bourget 1 Central Courier Sector Unit EMPL/G/4 (Office J-54 01/035): Call for Proposals VP/2010/008</p> <p>B-1140 EVERE</p>

Please note that incomplete or unsigned forms, hand-written forms, those sent by fax or hand-delivered without a signed and dated receipt from the Central Courier Sector, will not be taken into consideration.

Applicants sending their application by express mail are advised to keep a proof of having sent their application before the deadline.

## 16. WHAT ARE THE REPORTING REQUIREMENTS?

PROGRESS is 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 these results, including setting out clearly the 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.

The Strategic Framework, developed in collaboration with Member States and civil society organisations, sets out the intervention logic for Progress-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en> .

The Commission regularly monitors the effect of PROGRESS-supported or commissioned initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. 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 necessary rights of access.

## **17. WHAT ARE THE REQUIREMENTS REGARDING PUBLICITY?**

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Union 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 the 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/progress>*

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 as well as the logo of the "For Diversity. Against Discrimination" campaign and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

### **Publication of information related to the beneficiary and partner(s) in PROGRESS-funded projects**

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the Beneficiary will be asked to seek the partners' agreement to authorise the Commission to



publish this data. This written agreement should be included in the letters of commitment sent to the Commission with the application form.

### **18. HOW CAN I ENSURE EQUALITY MAINSTREAMING?**

The PROGRESS Programme aims to promote 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 the 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 proposed activities. This will ensure in particular that where the Beneficiary organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will 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 is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.