Call for proposals ECFIN 2014 001/A4 published in the OJEU 2014/C 113/07 of 15 April 2014

	Question	Answer
	Questions answered until 15 May 2014	
1.	How many members should be composed of the partnership?	Applicants can submit their proposal for a partnership agreement with the Commission as a *sole* applicant or as a *joint* proposal by co-applicants (consortium). There is no obligatory number of participating members forming such consortium; it is the applicant's choice. For more information, please consult chapter 6.1 'Eligible applicants' of the call's specifications published on Europa website at the following address http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm.
2.	About 111. Budget proposal I cannot open the sheet 'ADM Costs' and 'STAFF costs' and even 'Information on beneficiary', point VAT included " yes" or "no" This sheet is locked for editing. Can you please open the sheet for editing?	The .xls document '**budget proposal**' was updated. Please check the new document published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm The worksheets 'ADM COSTS' and 'STAFF COSTS' are provided only for information proposes, thus the cells are locked for editing.
3.	As far as the application form for the new Call for Proposals (2015-2021) is concerned, we have some doubts concerning the number of original applications to be submitted: you say in the instructions that you need the application in 3 copies: this means one original and two copies of the original, or you mean three originals dated and signed?	Proposals must be submitted in 3 copies (**one original clearly identified as such, plus 2 copies**), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. Thus according to the above mentioned call's specifications published on Europa website, please provide us with **one original of your proposal clearly identified as such, plus 2 copies.**
4.	In the chapter 14, we have to mention the "Other grants/ contracts / loans awarded from the EU budget" "14. Other grants/ contracts / loans awarded from the EU budget: Did you receive other grants from EU budget in the past 3 years? If yes, please fill in the table below. (…)" Do we have to mention only the grants linked with	Not only information about grants related to the business and consumer surveys needs to be provided, but also about other funding you received from the EU budget.

	"consumer and business trend surveys" or do we have to mention all the grants awarded from the EU budget?	
5.	I have another question which regards the preparation of materials for the Call for Proposals 2014 Framework Programme Agreement. In particular as for Annex IX of the FPA (see file attached), which contains the declaration on actual costs to be submitted together with the financial statement, do we have to fill in it or not? If yes, I suppose that, at this stage, we have to fill in only the first three rows of the box at the end of the Annex. Could you give me more details about this?	The declaration on actual costs must accompany the request for payment of the balance and shall be submitted within 2 months after the closing date of the action. Thus, the first time when beneficiaries are expected to fill in and submit the above mentioned declaration is in 2016, after the action for the first year is closed.
6.	Applicants that may be awarded of the grant would be responsible "to gather information on the state of the economies in the EU Member States and Candidate Countries". Is it implicit in the statement quoted that applicants shall offer a scope of proposed activities covering numerous EU countries in order to get higher scores in the evaluation grids? Alternatively, is the participation of entities with a National scope for relevant activities sought by the contracting authority?	There will be no extra points awarded to applicants covering more actions/surveys or countries, as indicated in chapter 9 Award Criteria of the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm. Proposals by applicants will be assessed and thus receive points **per survey** in a **particular country**. Subject to the award decision by the responsible authorising officer, **the best ranked applicant per action (survey) in a particular country** will then be awarded a framework partnership agreement.
chapter 4 'BUDGET AVAILABLE' of the call's specifications		
7.	What are the minimum and maximum amounts?	No minimum or maximum grant amounts *per* survey have been set. However, applicants should note that the total annual budget available *for all* surveys is in the region of EUR 5 620 000, as indicated in chapter 4 'BUDGET AVAILABLE' of the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm.
8.	Would you provide us with the information whether DG ECFIN will again participate in co-finance of survey in the amount of 50%?	Thank you for your interest in our call for proposals ECFIN 2014 001/A4 published in the OJEU 2014/C 113/07 of 15 April 2014. The EU grant will be limited to a **maximum co-funding rate of 50%** of the eligible costs for each

		survey. Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant. The Commission will determine the percentage of the co-financing on an individual basis. For more information, please consult the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm
chapter 8.1 FINANCIAL CAPACITY of the call's specifications		
9.	Regarding the application for the new framework agreement I have a question related to the Form 6. Is the form 6 needed to be provided by the Statistical Institutes as well?	Checking the financial capacity does not apply to public bodies. If your institute is a public entity then you are not requested to submit the supporting documents as indicated in chapter 8.1 Financial capacity of the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm.
10.	For the form 6, it is mentioned that : "Form 6 Financial capacity - key figures (only for grants >60 000 EUR) together with balance sheets and profit and loss accounts for the last two financial years for which the accounts have been closed (not applicable for public bodies and grants ≤60 000 EUR)" I am sorry but I am not sure to understand : ** balance sheets and profit and loss accounts for the last two financial years for which the accounts have been closed : it is not applicable for public bodies - ok. ** but what about the form 6 "key figures" ? It is also "not applicable for public bodies" ?	Checking the financial capacity does not apply to public bodies. If your institute is a public entity then you are not requested to submit the supporting documents, here including the Form 6, as indicated in chapter 8.1 Financial capacity of the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm.
chapter 8.2 OPERATIONAL CAPACITY of the call's specifications		
11.	Can there be surveys carried out only once within a project or must be carried out continuously within a project (monthly or quarterly)?	If the question refers to the proven experience required under chapter 8.2 Operational capacity: experience is indeed required in carrying out recurrent, i.e. infra-annual business or consumer surveys. The co-financed action aims at collecting consistent time series of managers'/consumers' opinions and expectations on the diverse items included in the harmonised questionnaires. Therefore, experience in carrying out ad-hoc surveys is not sufficient. If the question refers to whether surveys can be carried in selected months only: No, as said above, the action is about collecting time series of managers'/consumers' answers to the harmonised

		questionnaires. The surveys must therefore be carried out according to a constant and consistent methodology in every month of the duration of the project.
12.	We have a questions regarding to the operational capacity, criteria of experience of at least three years in successfully carrying out monthly or quarterly surveys in the field of application (i.e. business and/or consumer surveys). We suppose that oldness of experiences is not relevant, so there is not necessary that applicant gain 3 years experiences in last three years?	The Call does indeed not specify when the experience must have been gained.

Questions answered until 23 May 2014		
13.	We have questions about Annex IV: Model technical report. •Should "Model Final Technical Report" assess the past survey period or the future one? •Likewise, should data delivery table under the title 2.1 Results and Activities be filled according to the past Action period? •And could you please explain the section 5. Location of records, accounting and supporting documents?	At this stage, when submitting your application, we do not expect you to fill in this document. The model of this report is presented for information purposes only and therefore not yet needed when submitting your application. In case you are selected to sign a framework partnership agreement with the Commission, and consequently you are awarded a grant, the aforementioned 'Model technical report' is a document you must fill in and submit after the action is closed at the time of final payment. Thus, first time when beneficiaries are expected to fill in and submit the above mentioned declaration is **in 2016**, after the action for the first year is closed. Section 5 of the 'Model technical report' refers to the provisions of article II.27.2 of the model Framework partnership agreement (Duty to keep documents). The partner shall keep all documents related to a closed action for a period of five years (three years in case of low value grant). You will be asked when filling in the technical report to indicate the location of archived documents. For further information please consult the document 'Model framework partnership agreement (FPA)' published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/model_fpa_annex_ii_gen-conditions_en.pdf
14.	Concerning Portugal we have a doubt about item "proof of your status as non-taxable entity"; Which kind of declaration do you need because concerning VAT INE is not exempt?	According to the provisions of the call (chapter 11.2.5 Non-eligible costs), *deductible* VAT is not an eligible cost. Budgeted costs and cost claims must consequently be submitted *without* VAT. However, in cases where budgets or cost claims do include VAT (partially or in full or only for specific costs) because VAT cannot be deducted, then please attached a document issued by your national financial/tax authorities to prove this information.
15.	Regarding the Grant Application Form for the Joint Harmonised European Union Programme of BCS, in the end of the form 2 (point 14), the table requires information for "other /grants/ contracts / loans awarded from the EU budget". Please, can you confirm that it is only necessary to fill the table with the grants awarded from ECFIN in the context of the BCS or it is also necessary to fill with other grants awarded, for instance, from Eurostat in the context of other actions?	Please be informed that not only information about grants related to the business and consumer surveys needs to be provided, but also about other funding you received from the EU budget, here including Eurostat. This answer was published in the context of a similar question on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/q_and_a_en.pdf
16.	The question refers to the subject "Financial Capacity". More specifically to grants > € 60 000	Please be informed that checking the financial capacity does not apply to public bodies. If your institute is a public entity then you are not requested to submit the supporting documents, here

	EUR. It should include the following documents: - a declaration on their honour (FORM 5); - FORM 6 containing financial key figures; - the balance sheets and profit and loss accounts for the last two financial years for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts. However, according to the specifications document, this provision does not apply to public bodies. So…Are we, as a public body, freed of attaching those three documents or otherwise we have to present FORM5?	including the Form 6 and balance sheets, as indicated in chapter 8.1 Financial capacity of the call's specifications published on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm However, the applicants, co-applicants and affiliated entities must all sign a declaration on their honour certifying that they are not in one of the situations listed under sections 7.1 and 7.2 of the call's specifications, by filling in the standard declaration (FORM 4 for affiliated entities, **FORM 5 for (co-)applicants**). This answer was published in the context of a similar question on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/q_and_a_en.pdf
17.	We would like to have more information about the following annexes under the "Model Framework Partnership Agreement" (FPA): Annex I: Action plan Annex II: General conditions Annex III: Model specific grant agreement (SGA) Annex IV: Model technical report and under the Specific grant agreement(SGA): Annex I: Description of the action of SGA. a) Do we simply take note of them? b) Do you need each single page of the cited Annexes signed/initialled by our legal representative and sent back to you?	The documents you mention are the models to be signed in case your institute will be awarded a framework partnership agreement. Please read them carefully. There is no need to initial or sign the documents in advance and to submit them together with the application. The check list of the documents to be provided by the applicants is included in the application form: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm According to the timetable presented in the specifications of the call for proposals and in case you are selected, the signature of the framework partnership agreements is foreseen for November/ December 2014 and the signature of the specific grant agreement 2015/2016 for March/April 2015
18.	We need also some clarification about the grant percentage: till now the actual grant percentage awarded was 30%, in the specifications for the call for proposals 2014 (under paragraph 11.2.1) you say that this percentage cannot exceed 50%: could we reach this 50 percentage or should we keep it at 30% as in the previous specific grant	The total annual budget available for all surveys conducted in all Member States and Candidate Countries is in the region of EUR 5 620 000 (five million six hundred and twenty thousand euro). The estimation of the budget is based on the grants awarded to beneficiaries in past grant periods, assuming a maximum annual increase of 2% of the costs. Therefore, any extra requests can jeopardize the set-up of the programme. In addition, we would like to draw you attention to point 9 Award Criteria of the call: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en

	agreements?	.htm of which one of the criteria is '*The efficiency of the candidate's work organisation in terms of the resources deployed in relation to the objective envisaged. This efficiency will be assessed through the soundness of* *the proposed budget and its adequacy with respect to the proposed action. (20 points)*'.
19.	The question refers to the subject "**FORMS 2: ADMINISTRATIVE INFORMATION ABOUT APPLICANT**". **14. Other grants/ contracts / loans awarded from the EU budget:** Did you receive other grants from EU budget in the past 3 years? If yes, please fill in the table below. The role of our ministry as Partner Institute within the BTS program is a specific task or duty carried out by a small unit the ministry. So the question is if the grants/contracts/loan mentioned in the question applies to us as small unit of the ministry (we only have received from the BTS program) or, otherwise, they apply to the whole ministry that maybe has received more due to their competences in big subjects like industry or energy or tourism or Information Society.	Please be informed that not only information about grants related to the business and consumer surveys needs to be provided, but also about other funding you received from the EU budget. This information is needed to prove that **the applicant** has not received any other Union funding to carry out the action that is the subject of this grant application. This answer was published in the context of a similar question on Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/q_and_a_en.pdf
20.	Staff Costs: What would happen if one person, initially declared in our proposal as part of the team responsible for carrying out surveys, retires or just moves to another position/job and he/she has to be substituted for other person that works in our department who, for the time being, is not part of that declared team? His/her salary would keep on being an eligible cost?	Only the costs incurred with the staff working for the BCS action shall be considered as eligible under condition to respect the criteria mentioned in the specifications of the call for proposals, chapter 11.FINANCIAL PROVISIONS. http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/specifications_en.pdf
21.	Depreciation of Equipment: They used to be eligible, currently they are still eligible but they **will not be eligible in any case** from May 2015	Indeed, the depreciation of the equipment is no longer an eligible cost under the current call for proposals.

	on, are we right? The point is that there is a gap in the use of internet between investment survey (it does not even exist) and the other surveys. To overcome that gap, we are working in a Project, which is currently underway, that seeks to “replicate”, for the investment survey, all the applications already implemented for the industry or building surveys that enable services in the internet environment. The cost of the Project is significant. According to international accounting rules such investment can be considered as a material asset and, consequently, depreciation is applicable. But it could also be accounted as the total of hours dedicated to the Project by our IT team (item Staff costs). Therefore, for this specific Project or other in the future of the same kind, the question is if, proceeding this way, these costs would be considered eligible? Can we do this?	First of all, we remind you that the costs must be determined in accordance with the applicable accounting standards of your country and in line with your usual accounting practices and records. If these IT staff costs are clearly necessary for the implementation of the Commission's BCS action during the period of duration specified in the specific grant agreement, then these costs can be eligible under condition to respect the criteria mentioned in the specifications of the call for proposals, chapter 11.FINANCIAL PROVISIONS. In addition, we would also like to draw you attention to point 9 Award Criteria of the call: http://ec.europa.eu/dgs/economy_finance/procurement_grants/grants/proposals/ecfin2014001a4_en.htm of which one of the criteria is " *The efficiency of the candidate's work organisation in terms of the resources deployed in relation to the objective envisaged. This efficiency will be assessed through the soundness of the proposed budget and its adequacy with respect to the proposed action. (20 points)*". For more information and examples please refer to the Guidelines for the financial management of grant agreements published under the call for proposals http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/guidelines_finan-management_en.pdf
22.	In the previous Call for Proposals Ref ECFIN/A3/2010/020, a declaration concerning the publication release and use of data in relation to the European Commission’s business and consumer surveys was available on possible future release of the specified datasets offered by applicants through table 2 (declaration on possible future release of additional survey data). In this context for application to the call 2010 concerning services, retail trade, construction and consumer surveys, our institute indicated only the country level data (++, +, =, ..) may be published since data was not representative for Nace 2 digits of the sectors for business surveys and classes for consumer survey.	Please be informed that the ‘*Declaration concerning the publication, release and use of data in relation to the European Commission’s business and consumer surveys*’ in the previous Call ECFIN/A3/2010/020, which contained the table 2 ‘*Declaration on possible future releases of additional survey data’* has indeed been replaced in the new Call ECFIN 2014 001/A4 by the provisions of Annex 1 of the Specific Grant Agreement (Description of the action). Section 2 ‘Publication and use of data collected through the action’ defines the categories of data that the Commission currently disseminates or intends to disseminate. The data sets are also summarised in Table 1 at the end of that section. Compared to the status quo, only two provisions change: 1) the Commission reserves the right to disseminate *balances for sector-level data* also in non-seasonally-adjusted form (NSA) in addition to the already since long disseminated seasonally-adjusted data (SA). [this corresponds to the data sets 2, 5, 8, 12 and 15 of Tables 1 and 2 in the previous 2010 Call] 2) The Commission reserves the right to disseminate detailed data sets (shares of +,=,- replies) for *total results* (but not for sector-level data/classes). [this corresponds to data sets 1, 4, 7, 11, 14]

	Conversely in the Call for Proposals ECFIN 2014 001/A4, a description of the action on the Business and Consumer Surveys (Annex 1 of the Specific Grant Agreement) is made but a declaration on possible future release of additional survey data cannot be found among the items of the proposal as in the previous call. So as far as we understand the applicant has no opportunity to indicate the level of dissemination of the datasets that will be published by the Commission. If you could kindly inform us about the situation relating the details of publication in the new call period, it will be very helpful for us. I thank you in advance.	Thus, indeed only the '*country level data (++, +, =, ..)*' can be disseminated, to which almost all other current partner institutes expressed their consent in the past. For almost all EU Member States these data are already available for download on our BCS website. There is currently no intention to disseminate the '*country level data (++, +, =, ..) for Nace 2 digits of the sectors for business surveys and classes for consumer survey*' that you considered '*not representative*' in your request. Correspondingly, the data sets 3, 6, 9, 13 and 16 in Tables 1 and 2 of the previous Call are marked with an 'x' (currently not published) in Table 1 of Annex 1 of the SGA. To summarise, the only difference to the currently published data set is that sector-level results may be published not only in SA but also in NSA form. The two above-described data sets are made 'compulsory' in the current Call as there is a clear research interest in these data and the overwhelming majority of current partner institutes expressed their consent to their dissemination. These data are neither subject to confidentiality nor to representativeness concerns. Given that apart from these changes the Commission does currently not envisage the dissemination of additional categories of data, the current Call ECFIN 2014 001/A4 does not include a declaration on possible future release of additional survey data.
23.	I thought the technical proposal was quite "free" (description of the work flow, of the results). But I found in the annexes the joined document. Do we have to fill in this document and to join it to our response to the call?	Please be informed that the technical proposal and the 'Model technical report' are separate documents. We do not expect you to fill in the 'Model technical report', when submitting your application. The model of this report is presented for information purposes only and therefore not yet needed when submitting your application. In case you are selected to sign a framework partnership agreement with the Commission, and consequently you are awarded a grant, the aforementioned 'Model technical report' is a document you must fill in and submit after the action is closed at the time of final payment. Thus, first time when beneficiaries are expected to fill in and submit the above mentioned declaration is **in 2016, after the action for the first year is closed**.
24.	I have another question on the call A001/A4. What is the difference between : Please find herewith a list (see below), detailing **previous projects and activities** connected to the actions to be carried out and which were managed by my organisation and: **14. Other grants/ contracts / loans awarded from the EU budget**	Please be informed that in order to prove their experience requested under **chapter 8.2 Operational Capacity** of the call's specifications, the applicants have to submit a standard list detailing previous projects and activities performed and connected to the action to be carried out (a header for this list is enclosed in the FORM 7). There is no requirement for these projects/ actions to have been financed from EU budget. Separated from this list you are requested to provide information about the other funding you received from EU budget using the list enclosed in the FORM 2 ADMINISTRATIVE INFORMATION ABOUT (CO-) APPLICANT / AFFILIATED ENTITY. In particular cases, it is possible that applicant's experience has been gained through projects

	Did you receive other grants from EU budget in the past 3 years? If yes, please fill in the table below. We filled in the second part with all the grants but we don't really understand the first part.	financed from EU budget. In this case, the applicant is requested to include the project mentioned before in both lists as experience and as EU funding.
25.	We are preparing the materials for the tender and I would like to ask what means: „Last activity report".	According to national legislations and conditional on the form of legal entity, it is common that economic operators or public entities are requested to publish each year an activity report. Typically, such reports cover the organisation's activities, performance of the company etc.
26.	In the specification, in point 8.1 there is a definition of low value grant. Does this amount (<=60 000 €) concern yearly value or total value of the proposal i.e. 6-year value?	This amount refers to the yearly value of the grant.
27.	I would be most grateful if you assist with a question relating to the 'previous projects and activities' section of Form 7 – Operational Capacity. Where it says 'Please find herewith a list [see below], detailing previous projects and activities connected to the actions to be carried out and which were managed by my organisation'. I wonder if you could just elucidate what this might apply to – does it mean development activity that we have undertaken on our business surveys such as our annual updating the weights exercise and the work we did on EC Aggregates last year and could it include work we do on Answering practices [survey of surveys] and the development of our [composite indicator] and Retail internet sales data derived from the retail survey. I just want to be clear about whether this relates to standard survey project development that the CBI might have undertaken in relation to its own surveys etc. I am also assuming that in Form 2, section 14, 'Other grants/contracts/loans awarded from the	In order to assess the applicant's experience (as stipulated in **chapter 8.2 Operational Capacity** of the call's specifications), a list (Form 7) should be submitted including previous projects and activities performed and connected to the action. One obvious example for a previously performed activity related to the action would be a previously carried out monthly or quarterly survey in the field of application, including the development activities mentioned in the question. The list can be further complemented by e.g. other projects/activities commissioned to you as long as they are related to the field of application. Separated from this list (Form 7) the applicant is requested to provide information about other funding he received from the EU budget using the list enclosed in Form 2 Administrative

	EU budget, we are able to include the grant agreements related to our supply of data to the EU harmonised BCS programme over recent years.	information about (co-)applicant / affiliated entity. It is possible that applicant's experience has been gained through projects financed from EU budget. In this case, the applicant is requested to include the project in question in both lists as experience and as EU funding.
28.	Apologies – one final question – can you confirm that the actual grant application is to be free –style so that it can be either handwritten, or a combination of handwritten and typed – if columns need to be expanded?	The application form is available in Word format (.doc) to help applicants to fill in using a word processor. In case it is difficult for you to comply with this recommendation please fill free to add supplementary sheets or to add handwritten text in the application form.

Questions answered until 13 June 2014		
29.	I sent the electronic versions of the budget proposal and the description of survey methodology which must also be submitted by e-mail already on Wednesday this week to the given e-mail address (see e-mail below): ECFIN-BCS-CALL-Budgets&Methodology@ec.europa.eu After having received the following failure message. I tried it again this morning with the same negative result. Please, could you check if the e-mail address ECFIN-BCS-CALL-Budgets&Methodology@ec.europa.eu is correct and send me a short reply telling what to do.	The deadline for submitting the proposals and the electronic versions of the budget and survey methodology is **Wednesday, 18 June**. For the submission procedure please refer to the specifications of the call for proposals, chapter 14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS. The e-mail address was not functioning due to an erroneous '&' signs in the address. It has been corrected and now the electronic versions of the budget proposal and the descriptions of survey methodology (Excel files: model financial statement - Annex V of the FPA and FORM 8) must be submitted (in addition to the signed paper version in your application) to the following address: ECFIN-BCS-CALL-Budgets-Methodology@ec.europa.eu.
30.	We are preparing to apply call for proposals ECFIN 2014 001/A4 for; services, retail trade, construction and consumer surveys. We are planning to apply together with a partner to achieve a more comprehensive coverage. We need your help on application forms: Form 8 does not seem appropriate to be filled in financial services sector independently. What would you recommend us to supply methodological information on financial services sector and do you think that would it be a problem to supply services and financial services sector data in the same schedule since both have different methodologies.	Legal entities forming a consortium must submit their application as co-applicants. In case of award of the grant, one of the co-beneficiaries will take the role of co-ordinator and among other responsibilities shall monitor the activities of the other participating member(s) and ensure the overall coherence and timely submission of survey results. Importantly, the complete results for the services sector (including those from the financial services subsector (NACE rev2 divisions 64-66) have to be delivered in one integrated data sheet each month and the aggregate total for the services sector has to be based on consistently weighted results for all covered sub-sectors. In your particular case, where the co-applicants are covering partially the required sectors by using different methodologies, we expect you to present them in separate sheets (Form 8). When you consider that FORM 8 is not fitted to your particular situation then complementary information can be provided on a separate sheet.
31.	Thank you for inviting us to participate to a new EU Programmer of Business and Consumer Surveys.	As detailed under 2.2.1 of the Specifications of the Call, a detailed description of the action including the harmonized questionnaires to be used for the individual surveys, **the required breakdowns of the results in terms of branches (based on NACE rev.2 for business**

	In order to propose a correct sample for both B2B and Consumer market, please provide the list of activities per industry or areas which are included in the list.	**surveys), size classes (investment survey) or categories (consumer survey)** as well as provisions concerning the transmission and publication of data can be found in the document 'Description of the action' - Annex 1 of the Model specific grant agreement published on the Europa website at the following address: http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/description_of_action_en.pdf For the Industry survey, this annex also includes a detailed allocation of NACE Rev. 2 headings to the 'main industrial groupings' aggregates to be delivered.
32.	The sample should be the same every month?	The sample design, the sample size, the survey mode, and other methodological considerations should be chosen so as to ensure a high degree of representativeness and a low degree of irregular short-term fluctuations (noise) in the data. A broad and frequently updated sampling frame and **a high number of completed questionnaires** are considered as key in this respect. To ensure the comparability of results over time, the effective sample size should not vary significantly from month to month. The proposed survey methodology will be scrutinised in the evaluation of the received proposals (see Section 9). Institutes **are encouraged** to follow the list of best practices for the conduct of business and consumer surveys developed by the Commission available at: *http://ec.europa.eu/economy_finance/db_indicators/surveys/documents/bcs_best_practice_en.pdf*
33.	It is necessary to have a minimum sample for each sub category per /industry, investment, construction, retail trade, services	See comment above. We do not specify minimum sample sizes per sub-sector. Samples have to be designed to ensure a high degree of representativeness and a low degree of irregular short-term fluctuations (noise) in the data.
34.	Can you please provide the layout of the results?	Files with the exact **layout** of the results should be requested by e-mail to: ECFIN-BCS-MAIL@EC.EUROPA.EU
35.	What do you mean when you say consumer category (includes?)?	Please see section 8.2 of the document 'Description of the action' - Annex 1 of the Model

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<tr><td></td><td></td><td>specific grant agreement published on the Europa website at the following address:

http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/description_of_action_en.pdf</td></tr>
<tr><td>36.</td><td>To quantify the expected number of days to be worked for each Survey we intend to use a ratio based on "the number of harmonised BCS questions in relation to the total number of questions asked in an omnibus survey" as stated in the Guidelines for Applicants for the Financial Management of the Grant Agreement.
Should the number of times the questions of each survey asked (i.e. the effective sample size) be taken into account in the calculation of the ratio? For example, we are interested in two surveys: Consumer Survey with monthly effective sample size 600 and Services Survey monthly effective sample size 250.
<table>
<tr><th></th><th>Monthly sample</th><th>Monthly questions</th><th>Quarterly questions</th><th>Total questions per year</th><th>Yearly sample</th><th>Total number of interviews * total number of questions to be asked per year</th><th>RATIO 1</th><th>RATIO 2</th></tr>
<tr><td>CONS</td><td>600</td><td>12</td><td>3</td><td>12*12+3*4=156</td><td>600*12=7200</td><td>12*600*12+3*600*4=93600</td><td>156/236=0.66</td><td>93600/113600=0.82</td></tr>
<tr><td>SERV</td><td>250</td><td>6</td><td>2</td><td>6*12+2*4=80</td><td>250*12=3000</td><td>6*250*12+2*250*4=20000</td><td>80/236=0.34</td><td>20000/113600=0.18</td></tr>
<tr><td>TOTAL</td><td>850</td><td></td><td></td><td>236</td><td>10200</td><td>113600</td><td>1</td><td>1</td></tr>
</table>
Based on the Guidelines, should the ratio be computed as in RATIO 1 or RATIO 2 in the example above?</td><td>The 'Guidelines for applicants for financial management of grants' mentions on page 7:
"In case it might be impossible to quantify the expected number of hours/days worked for each survey, a ratio has to be applied (based on an estimated time allocation or on the number of 'EC questions' in relation to the total number of questions asked in an omnibus survey). The calculation of the ratio needs to be transparent."
The concrete design of a suitable and transparent system to allocate staff costs to EC surveys depends on the set-up of your survey and the actual causation/ driving factors of different cost categories.
If there are no other questions in your surveys (i.e. non-harmonised questions that you ask for your own / a third party’s purposes), your RATIO 2 e.g. appears to be an accurate method to allocate the costs/working time for all interview and data-related tasks (interviewers, data-checking), where both the length of the questionnaire (i.e. number of questions) and the number of interviews (i.e. the sample) determines the time/effort spent on each of the surveys. There might however be other tasks (e.g. managers, researchers) where a different key to allocate costs might be more appropriate, since the time spent on the individual surveys might not depend on the sample in these cases. So there might be staff cost categories where your RATIO 1 below is more suitable to reflect the actual causation of costs.
If there are other questions in your surveys (i.e. non-harmonised questions that you ask for your own / a third party’s purposes) that you ask at the same time, for example within an omnibus survey, then the ratio of harmonised EC questions to these additional questions must adequately determine the allocation of costs to the EU surveys (the effective sample size would be the same for EC and other questions and would thus cancel out).
To summarise, please identify the most appropriate keys/ratios to allocate individual costs to the EC surveys and try to be as transparent as possible about the way you derive and apply these keys/ratios.</td></tr>
<tr><td>37.</td><td>Can we send the Activity Report in the original language – Czech OR shall we have it translated into</td><td>Applications must be completed in one of the official languages of the European Union. However, applications in English are encouraged as they facilitate the evaluation procedure.</td></tr>
</table>

	English? We plan to send the rest of the materials filled out in English, though perhaps some legal documents as for example the Activity Report is in Czech language so we would like to know whether the dispatch pay must be fully in one language or could be a „mix“ of the two, Czech and English.	Supporting documents of a formal and/or legal nature can be submitted in their original language. To facilitate the evaluation procedure, we would appreciate if you could provide an English translation or, if more appropriate/convenient, a summary in English.
38.	Besides all the assigned and pre-prepared documents we downloaded, shall we also send a separate Research Proposal as in the previous round which contained „free-style“ description of the methodology, company information, team and so on or is it covered by all the fixed documents?	Applications must be submitted in writing, using the application form and other standard forms where requested, see provisions of the call for proposals (chapter 14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS). Please feel free to send supplementary documents/information/explanation together with your application if you consider that it will help the evaluation process. Information already contained in the standard forms should not be repeated in 'free-style'. For reasons of completeness and due understanding, however, we would like to point out that in any case some parts of your proposal will be 'free-style' since not all information to be provided is covered by standard forms. A typical example would be *'description of your action plan'* and *'use of survey results for cyclical and economic analysis'* (see also the Application Form – Part Technical Proposal).
39.	In Form 7 of the Administrative proposal grant application is refers to ‘The last activity report’ as part of the requirements. Can you clarify exactly what this is – ie is this the annual financial report or something else?	According to national legislations and conditional on the form of legal entity, it is common that economic operators or public entities are requested to publish each year an activity report. Typically, such reports cover the organization’s activities, performance of the company etc. In your particular case can be the annual financial report, if there is not any other document fitted for the purpose.
40.	My question refers to Affiliated entity and documents that must be fulfilled for Affiliated entity. In **FORM 2 ADMINISTRATIVE INFORMATION ABOUT (CO-)APPLICANT / AFFILIATED ENTITY** it is written that if the applicant has Affiliated Entity the following documents have to be submitted **- FORM 2**, **- Legal entity form**; **- FORM 4.** Please, let me know in case the Affiliated entity <u>is not involved in activity</u> that we apply for, do we have to provide all above mentioned documents for	Entities that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, are considered entities affiliated to the applicant. Those entities may take part in the action and may declare eligible costs. The applicant shall therefore identify such affiliated entities in the application form. Only if affiliated entities take part in the action, the application must include the documents requested in the specifications of the call for proposals.

	Affiliated entity. If your answer is “Yes”, please advise which points from FORM 2 have to be fulfilled for the Affiliated Entity? I am asking because in Specifications call for proposals 2014 001/A4, page 6 it is written that “……If affiliated entities take part in the action, the application form shall:” – contain FORM 4; description of role of affiliated entity in the action; - indicate in the budget statement the expected costs to be incurred by the affiliated entities.	
41.	Do we have to break down the costs of our affiliated entity like our own costs, i.e. staff costs by category, material, travelling etc., or is it sufficient to declare the costs of our affiliated entity as a lump sum, and if yes: under which category?	Entities that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, are considered entities affiliated to the applicant. Those entities may take part in the action and may declare eligible costs. The estimated budgets must be submitted following the structure provided in the Annex V - Model financial statement, for each member participating in the proposal, together with a consolidated budget statement. Alternatively, if the structure of the budgeted costs so allows, budgeted costs can directly be presented in one collective budget, indicating under each heading on separate rows the respective costs of the applicant and of the affiliated entity.
42.	We have in the team two persons with the same category “head of section” but one of them deals more with technical issues and the other with administrative tasks. The question is: can two persons of the same category considered differently “technical staff” and “administrative staff”.	When filling in estimated budget, applicant has to use the categories of staff as provided in the document adding the particular denomination of the job. Administrative staff costs are eligible only if they are directly linked to the technical performance of the action. In compliance with Article II.19 of the Model framework partnership agreement, the costs connected with horizontal services (such as financial management, human resources, training, legal advice, IT, etc.) are considered as indirect costs and are thus covered by the corresponding flat rate. For further information please refer to the Guidelines for the financial management of grant agreements published under the call for proposals http://ec.europa.eu/dgs/economy_finance/procurement_grants/callforproposals/2014/2014001a4/guidelines_finan-management_en.pdf