

ANNEX II

PRACTICAL INSTRUCTIONS

Call for selection and designation of the first European Union reference centre for animal welfare

- Terms of Reference, Annex I to this call, is intended to give detail information and help to structure the technical answer of the potential candidates for the first European Union reference centre for animal welfare.
- The Terms of Reference are available in English only. English is the working language for this call. Dossiers should as much as possible be completed in English, except where it would be inappropriate, especially for proves of evidence such as certificates.
- The applicants shall answer to the call by following very closely the instructions contained in the Terms of Reference.
- Applications must be organised under the same order as the one of the call (eligibility, exclusion, selection and preference criteria) including for the detailed structure of the sub-criteria. This will ensure that relevant information is not missed. When the same information might be relevant for different criteria, applicants are invited either to provide clear and precise cross-references or to repeat the information under each relevant section.
- Only applications submitted via the national competent authorities (central level; NCAs) will be considered by the Commission panel.
- The application must be placed inside two closed envelopes as indicated below.
- The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:
 - The title: "Call for selection and designation of the first EU Reference Centre for animal welfare"
 - The name of the NCAs
 - The posting date (if applicable) should be legible on the outer envelope
- The inner envelope should be marked as follows: "CALL FOR SELECTION AND DESIGNATION OF FIRST EU REFERENCE CENTRE FOR ANIMAL WELFARE – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"
- The envelope should contain:
 - One original version of the application (clearly marked as “original”)
 - 5 copies of the application
- The applications must be submitted exclusively on paper, in one original and 5 copies, and shall be placed in the inner envelope.
- Applications must be:
 - perfectly legible so that there can be no doubt as to words and figures;
 - drawn up using the model reply forms in the Terms of Reference.
- Failure to comply with those requirements will lead to the rejection of the application.

- The time limit for receipt of the applications is **20 November 2017**. You must use one of the means of submission listed below. Receipt is understood as the time at which the NCAs hands over the application to the post office or courier service or central mail department.

- **The application can be submitted:**

- 1) Either by registered mail, to be posted at the latest by **20 November 2017, 24:00 CET** (evidence: postmark) and send to the following postal address:

European Commission
Directorate General for Health and Food Safety
Unit G2
Office: F101 03/076
B – 1049 Brussels

- 2) Or in person (hand delivery), to the above address not later than **20 November 2017 at 17.00 CET**. (Evidence: proof of receipt, signed and dated by the official in the central mail department who takes delivery)

- Only contacts between representatives of the Directorate General for Health and Food Safety and NCAs will take place. The applicants for the Centre shall contact their NCAs for information.

Before the time limit for receipt of applications:

Upon request, the Directorate General for Health and Food Safety may provide additional information solely for the purpose of clarifying the selection documents.

Any request for additional information must be made in writing only to:

SANTE-CONSULT-G2@ec.europa.eu

After the opening of applications:

If obvious clerical errors in the application need to be corrected or confirmation of a specific or technical element is necessary, the Directorate General for Health and Food Safety will contact the NCAs provided this does not lead to substantial changes to the terms of the submitted application.

- Submission of an application following this call implies acceptance by the applicant and NCAs of all provisions and conditions stipulated in this call (Annex I: Terms of Reference and Annex II: Practical instructions).

- Directorate General for Health and Food Safety will not reimburse any expenses incurred in preparing and submitting applications.

- This call in no way constitutes an obligation on behalf of the European Commission neither to designate, nor award a financial contribution. Designation as European Union reference centre for animal welfare will be done through the required institutional procedure.