



## ORGANISATION OF EU GREEN WEEK 2019 OFFICIAL OPENING EVENT

### CALL FOR PROPOSALS - GUIDELINES

EU Green Week is the key event in the EU environment policy calendar. This annual opportunity to debate and discuss European environmental policy attracts policymakers, leading environmentalists, stakeholders and other interested parties from across Europe and the globe.

In 2019, it will take place from 13 to 17 May 2019, focusing on the implementation of EU environmental legislation, highlighting the benefit of EU environmental policies and showing their benefits for citizens.

To mobilise involvement and contribution from all sectors, in addition to the high level conference in Brussels organised by the European Commission's Directorate-General for Environment, a series of events organised by partner organisations from across Europe will feature officially in the Week's programme.

The official opening has a particular prominence and plays a special role in setting the tone for debates.

#### PURPOSE OF THE CALL

This call for proposals concerns the organisation of one major EU Green Week high-level partner events: the official Opening event for EU Green Week 2019 on Monday, May 13<sup>th</sup> 2019.

The purpose of this call is to select an organisation or organisations that, in partnership with the European Commission, will organise this event.

The event organised by the selected partner(s) will benefit from support by the European Commission, including political visibility and promotion towards broader audiences. While, in principle, the European Commission does not fund the organisation of this event, depending on specific and justified circumstances, and within the limits set by applicable public procurement rules, it could envisage covering part of the costs that are essential to the organisation of the event (such as webstreaming, catering, technical equipment, communication material, etc.) The specifics will be agreed with the selected candidate(s).

#### ELIGIBILITY OF APPLICANTS

In order to be eligible, the event must be relevant to the theme of EU Green Week, must take place in a Member State and must link to the topic in an appropriate way, and, as much as possible, be in line with the focus outlined below:

- The European Commission wishes to pass on the overall message of how important the implementation of EU environmental legislation is and why it should matter to all actors, from national authority level down to individual citizens. Through this, it also wishes to underline the importance of casting a vote in the upcoming EP elections.

- Events which aim to trigger debates about implementation gaps at regional and local levels and to demonstrate how the engagement of all relevant actors (including citizens) can be facilitated by a variety of tools and processes, such as the Environmental Implementation Review or Peer to Peer, will be favoured.
- If several applicants decide to submit a joint proposal, then one lead organisation should be chosen and clearly identified as the coordinator.
- The application form must be filled out in full and submitted within the deadline.

### APPLICATION FORM

Applications must include the following:

- The title of the event.
- A paragraph describing the event including information on the event's objective(s), format, expected outcomes and how it links to the EU Green Week theme.
- A draft programme.
- A list of potential speakers.
- A list of potential activities in order to engage citizens (including young people) on environmental issues and the importance of EU environmental legislation.
- The proposed venue. The location of the event must be in an EU Member State. Given that high level political participation is expected (including EU Commissioner Vella), it is advised that practicalities regarding access to the location are taken into account by the applicants.
- The type of audience that the event is intended for and the expected number of participants.
- A paragraph briefly summarizing the main advantages of applicant's proposal (max 3 points)
- A declaration of intent stating that, if selected, appropriate resources (financial, staff, etc.) will be assigned by the applicant for the organisation of the event. The declaration must be signed by the person with the authority to represent and make decisions on behalf of the organisation.
- Details of the main contact person.

In addition to the above listed mandatory fields, the applicants may include in the 'other relevant information' section any other information that they feel is significant to describe their proposal (such as multipliers involved, media partners that will be mobilised, communication effort intended, etc.)

### SUBMISSION OF PROPOSALS

Applications must be submitted using the form provided on the website.

The deadline for submission is **31 October at 17:00 (Brussels time)**.

### SELECTION OF PROPOSALS

The proposals will be assessed by the European Commission's Directorate-General for Environment based on their eligibility and on the relevance and strength of the proposal (e.g. high-level political presence, involvement of citizens in dialogues, etc). The applications should be as specific as possible, in order to allow proper assessment of the proposal. However, if judged necessary, the European Commission's Directorate-General for Environment may contact the applicants to request clarifications. The applicants will be informed about the outcome of their application by e-mail before the end of November.

A Partner Agreement listing the rights and obligations of each of the parties will be co-signed by both the selected applicants and the European Commission.

### CONTACT DETAILS

**Functional mailbox:** [ENV-GW-OFFICIAL-EVENTS@ec.europa.eu](mailto:ENV-GW-OFFICIAL-EVENTS@ec.europa.eu)