



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

Digital Single Market

Digital Economy and Skills

CALL FOR PROPOSALS – Preparatory Action

EUROPEAN DIGITAL ACADEMY

INTRODUCTION – BACKGROUND

Digitisation is transforming the world we live and work in, creating many opportunities for the economy and society. To take advantage of these opportunities, all Europeans – children, students, adults, workers and seniors – need to acquire and develop digital skills and competences throughout their lives. Concretely, this means people need to have basic digital skills for example to use digital health services, to identify disinformation and protect themselves against cyber threats as well as to stay in touch with family and friends to be well included in society. Digital technology is also changing the workplace, labour markets and employment patterns. Therefore, the current and future labour force needs to be supported in order to up-skill and re-skill, to be able to use digital technology at work, work alongside robots in industry, manage artificial intelligence (AI) tools in healthcare, use digital marketing techniques and in general reap the many benefits of the changing task composition in existing and future jobs. To sustain Europe's competitiveness, we also need digital experts who can develop and deploy cutting-edge digital technologies such as AI, cybersecurity or high-performance computing.

However, although 90% of jobs in all sectors of the economy require digital skills, 35% of the labour force does not have basic digital skills. This figure amounts to 43% for the overall population.¹ In order to address these digital skills gaps, the European Commission launched several initiatives over the past few years.

Since December 2016, the **Digital Skills and Jobs Coalition**² aims at offering more ICT training through **pledges** by stakeholders from industry, academia and civil society, implementing job placement programmes, and motivating young people to study ICT and pursue related careers. It also encourages Member States to develop comprehensive national digital skills strategies and to establish National Coalitions for Digital Skills and Jobs involving governments, businesses, as well as education, training and labour market stakeholders to tackle locally the lack of digital skills.

In December 2017, the Commission launched the **Digital Opportunity Traineeship** pilot³ initiative to respond to the challenge of mismatch between the qualifications of young people leaving education and the needs of companies in terms of digital skills. The trainees will learn basic and advanced digital skills in fields like cybersecurity, big data or machine learning, or boost their knowledge in areas like web design, digital marketing or software development.

¹ <https://ec.europa.eu/digital-single-market/en/human-capital>

² <https://ec.europa.eu/digital-single-market/en/digital-skills-jobs-coalition>

³ <https://ec.europa.eu/digital-single-market/en/digital-opportunity-traineeships-boosting-digital-skills-job>

In January 2018, the Commission adopted the **Digital Education Action Plan**⁴ that focuses on formal education (schools, VET and higher education) and sets out how education and training systems can make better use of digital technologies, notably to boost digital skills and competences. Among others, the Plan announced to bring coding classes to a majority of schools in Europe, including by increasing participation in **EU Code Week**.⁵

The forthcoming **Digital Europe Programme (DEP)**⁶ features a dedicated pillar for the development of advanced digital skills in specific fields such as AI, cybersecurity and HPC. The goal is to expand the EU digital talent pool that can deploy the latest technologies.

In 2019 the Commission supported the development of a digital service infrastructure, the European Digital Skills and Jobs Portal⁷, a user-friendly “one stop shop” on the Europa.eu domain, where stakeholders and any user interested in digital skills will find relevant information and resources on digital skills and jobs. The Portal will serve a European, multilingual, open membership community of students, employees, unemployed, enterprises, SMEs, universities and other education providers, policy makers, digital innovation hubs, cyber security centres, and other stakeholders interested in digital skills training offers/traineeship, good practices, skills intelligence/data, training resources, funding opportunities, news, and events.

This initiative, financed by the CEF Telecom Work Programme aims at making accessible digital skills initiatives, good practices and financing opportunities all over Europe and at supporting an active online-animated community. Its objective is also to enable learning across sectors and borders and offering services to students and job seekers that have difficulties to identify relevant training/traineeship opportunities and enterprises that need support in training employees.

The Portal will also be linked to national web sites interoperable with the core Portal and is also a tool supporting the future skills pillar of the Digital Europe Programme, therefore expected to increasingly offer services and resources in the advanced skills domain, as an enabler for excellence and innovation in the European training offer and supporting project development.

Commission decision C(2018) 6834 on the financing of Pilot Projects and Preparatory Actions in the field of “Communication Networks, Content and Technology” also foresees the financing of actions related to the development of digital skills.

The Preparatory Action “Open Knowledge Technologies – Mapping and Validating Knowledge” aims at the development of a European-wide skills assessment and learning system using the DigComp framework.

The Preparatory Action at hand, “Creating a European Digital Academy” aims at addressing some of the skills-related challenges of the impact of digitization by showcasing possible solutions. It also offers an opportunity to address citizens’ concerns towards emerging digital technologies, notably by offering training resources to all citizens.

OBJECTIVE(S) – THEME(S) – PRIORITIES

2.1 General objectives and scope

⁴ https://ec.europa.eu/education/education-in-the-eu/digital-education-action-plan_en

⁵ <https://codeweek.eu/>

⁶ https://europa.eu/rapid/press-release_IP-18-4043_en.htm

⁷ <https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2019-digital-skills-jobs>

The first objective of the **European Digital Academy (“the Academy”)** Preparatory Action is to disseminate knowledge on emerging digital technologies to interested Europeans to help them to re-skill and upskill. The target group includes not only individuals, but small and medium sized enterprises (SMEs), too. This goal should be achieved mainly by innovative new training modules, but also through knowledge sharing (e.g. best practices) and networking.

Europeans need to be empowered, on the one hand, to understand better the real impacts and opportunities offered by such technologies, and on the other hand, they need to be equipped with the relevant knowledge, basic skills and competences to be able to benefit from such technologies in everyday life and in the workplace. Acquiring this knowledge is particularly important for SMEs in order to benefit from digital transformation when doing business, innovating and scaling up. These emerging technologies include in particular: Artificial Intelligence, blockchain technology, robotics, Internet of Things as well as overarching topics such as data analytics, technologies related to privacy protection and cyber security. The proposals submitted under this call shall cover at least three of the abovementioned technologies.

As a preparatory action, this initiative should contribute to gathering skills intelligence, leaning opportunities, resources and good/innovative practices to be promoted on the Digital Skills and Jobs Portal, paving the way for future actions of the Digital Europe Programme skills pillar in the domain of emerging technologies as well as other European funding programmes.

The Academy should feed the European Portal for Digital Skills and Jobs, by focusing on emerging digital technologies for citizens and SMEs, and being a launchpad for those who want to advance their knowledge and skills further in these areas for work related purposes. The Academy and related outreach activities should be designed so that it attracts in particular the interest of those groups that constitute the untapped potential of the future European labour force: young people, students and women (the latter being drastically under-represented in digital economy jobs).

The European Portal for Digital Skills and Jobs will collect, manage, promote and optimise existing digital skills development resources in at European level and in Member States, gathered and developed by the National Digital Skills and Jobs Coalitions and other members of the Digital Skills and Jobs Community that will also have a community engagement space on the Portal. The Academy should support existing efforts to extend the network of stakeholders active in digital skills development to additional actors, especially strengthening the involvement of vocational education and training providers, providers of training and learning solutions, digital innovation hubs and alike.

The activities of the Academy – in particular the training modules - should also be ready to be seamlessly integrated with the self-assessment tools and other features to be developed under the preparatory action “Open Knowledge Technologies – Mapping and Validating Knowledge”.

The European Commission expects projects to cover at least fifteen EU Member States, with a minimum coverage of the following official EU languages: English, French, German, Italian, Spanish, Polish and four more EU languages.

2.2 Specific objectives

2.2.1. Map the European educational and training landscape (trainings, initiatives, MOOCs, training curricula, assessment tools, best practices, important actors, etc.) for the everyday and workplace related use of emerging digital technologies for citizens and SMEs (“supply side”).

2.2.2. Map and identify the skills needs of citizens and SMEs in terms of the everyday and general workplace related use of emerging digital technologies (“demand side”).

2.2.3. Based on the results of points 2.2.1. and 2.2.2., develop new, innovative, specific online training or online skills development modules for at least three of the emerging digital technologies mentioned in point 2.1.

The modules should address the use of these technologies both in everyday life as well as in the workplace.

2.2.4. Complement the stakeholder community of the European Digital Skills and Jobs Portal with stakeholders active in skills development for emerging digital technologies (“supply side”, i.e. vocational education and training providers, providers of training and learning solutions, digital innovation hubs and alike) and with those in need for relevant skills (“demand side”, in particular SME networks) .

2.2.5. Set up and manage a website that integrates the results of points 2.2.1 – 2.2.4. The content generated by the project shall be made available on the European Portal for Digital Skills and Jobs.

The Academy shall also create meaningful synergies with other similar platforms and tools contributing to the implementation of the European Commission’s policy on digital skills, in particular the European Portal for Digital Skills and Jobs, EU CodeWeek, the Digital Opportunity Traineeships pilot and in particular the Open Knowledge Technologies – Mapping and Validating Knowledge.

2.2.6. Actively promote the Academy.

2.3. Main tasks

2.3.1. Methodology (starting in month 1 until month 4)

The project shall be developed following a clear methodology covering all aspects and each task of the project. Applicants are free to propose the specific methodology, taking into account the context and objectives of the project.

The balance between the efforts devoted to each specific objective of the project should be reasonable and well-justified.

The selected beneficiary or consortium (hereafter “beneficiary”) will address the tasks in a flexible way, allowing possible changes in focus and iterations on findings with the EU Commission as well as the relevant related projects. The beneficiary should show the capacity to adapt and react to possible changes and this should be reflected in the proposed methodology.

The beneficiary shall participate in meetings (or conference calls) with the Commission for preparing and coordinating the activities and tasks described below.

2.3.2. Mapping and assessment (starting in month 1 until month 5)

The beneficiary shall conduct a comprehensive mapping of the

- existing public and private initiatives on training opportunities in the European Union for citizens on emerging digital technologies; this mapping shall also include available (self-) assessment tools, best practices
- actors and networks of actors active in providing the abovementioned trainings and knowledge dissemination (e.g. national and regional training centres, private training providers, educational facilities, etc.).
- skills needs of citizens and SMEs in terms of emerging digital technologies, both for everyday use and in the workplace

The Beneficiary shall identify the gaps between existing training opportunities, knowledge sources and the actual needs of citizens and SMEs as outlined above.

The Applicant will need to present the results of the mapping activities (skills needs, existing trainings initiatives, MOOCs, assessment tools, good practices, and public learning resources) in the format⁸ that is suitable to integrate those in the relevant sections of the Core Portal on Digital Skills and Jobs. This integration might be planned from Q42020 onwards.

The same applies with regard to the project Open Knowledge Technologies from 2020 onwards.

2.3.3. Development of new, innovative online training modules (starting in month 6 until month 17)

Based on the results of the mapping, the Beneficiary shall develop new, innovative online training and skills development modules for at least three of the emerging digital technologies mentioned in point 2.1. The purpose of these modules is twofold. On the one hand, they shall train citizens and SMEs on the applications of emerging digital technologies in everyday life and the workplace, and on the other hand they shall equip them with first basic knowledge and skills in case they 1) wish to pursue a career in these technologies in the future (for citizens) or 2) aim at applying these technologies when doing business (for SMEs).

The beneficiary shall prepare the concept and methodology for the training modules by month 9.

2.3.4. Initiate a network of relevant stakeholders (starting in month 5 until month 16)

The beneficiary shall develop a concept on how to engage new stakeholders mentioned in point 2.2.4. and integrate them into the stakeholder network and community of the European Digital Skills and Jobs Portal with at least 50 Members from at least 20 EU Member States.

The beneficiary – on the basis of the concept paper approved by the Commission - shall engage actively with new stakeholders mentioned in point 2.2.4.

2.3.5. Setting up and management of the website of the European Digital Academy (starting in month 6 until month 18)

The beneficiary shall develop a concept for the creation, management, functioning and regular update of a website for the European Digital Academy,

The website shall be linked (depending on the case) in a meaningful manner to the already existing European digital skills development platforms and websites such as EU Code Week.

⁸ For an indicative format see also the Technical specification for CEF-TC-2019-2 call for generic services of the European Portal for Digital Skills and Jobs https://ec.europa.eu/inea/sites/inea/files/2019-2_european_portal_for_digital_skills_and_jobs_technical_specifications_corrigenum_05082019.pdf

In particular, the content generated by the project shall be made available on the forthcoming European Portal for Digital Skills and Jobs which is the emerging one-stop shop for activities related to digital skills development.

The website shall be developed in a way that all European citizens and SMEs interested in digital skills for emerging technologies, irrespective of their level of digital competence, can have access to the information relevant to their specific needs.

The website shall include at least the following functionalities:

- Open access, free of charge
- Link to other similar European and national platforms on digital skills
- Training modules on emerging digital technologies (see point 2.3.3.)
- Repository of relevant information on emerging digital technologies development in Europe and in the Member States, including relevant training resources, best practices and assessment and self-assessment tools
- Functionalities that are able to create synergies among the abovementioned information and resources and help citizens to visualise potential carrier and learning paths in emerging digital skills
- Search function

The website shall ensure appropriate compliance with the General Data Protection Regulation (GDPR). When relevant and lawful, the beneficiary(ies) will comply with the obligation to inform the individuals by sending privacy notices and by obtaining consent. The notice regarding the information on the publication of personal data, or the consent request, will need to refer not only to the publication on the website, but also on any further publication of the same information on the European Digital Skills and Jobs Portal or other national websites connected to the European Digital Skills and Jobs Portal which might republish the information in their national languages. The same should apply to personal data with regard to the Open Knowledge Technologies project.

The website shall comply with European and/or national level cybersecurity rules as applicable.

The website will need to provide Application Programming Interface (API) endpoints based on modalities defined by the Commission for certain data types (to be described in the specific technical specifications on technical standards), allowing developers to interact with the site remotely and helping them read content from the Portal. The API will expose the data of the website and will enable communication and interactions with any other Commission Portal.⁹

The Interface of the website shall be available at least in the following languages: English, French, German, Italian, Spanish, Polish and four more EU languages. The content on the website should be available in all the above languages at least for the new, innovative training modules on emerging digital technologies. The applicant shall propose user-friendly solutions for the use of languages for other content elements. English should be the default language of the website in terms of content presentation.

⁹ For an example see https://ec.europa.eu/inea/sites/inea/files/2019-2_european_portal_for_digital_skills_and_jobs_technical_specifications_corrigenum_05082019.pdf

The website shall be available at least in the following languages: English, French, German, Italian, Spanish, Polish and four more EU languages.

The beneficiary – on the basis of the concept paper approved by the Commission - shall set up the website and ensure its management and regular update for the duration of the project.

2.3.6. Outreach

The beneficiary shall develop and implement an outreach strategy to reach the broader public – especially SMEs, students, young adults and women – to inform them and motivate them to take part in the activities offered by the Academy. The strategy should describe its proposed approach, timing and milestones for executing the elements of the strategy.

The beneficiary will also:

- Provide communication content / materials in the abovementioned 10 official EU languages, including messages for social media, visuals, graphic design, brochures and project infographics etc.
- Perform an online multi-lingual communication campaign through traditional media such as emails as well as social media – Twitter, Facebook, blog posts, videos – to reach the target groups. A desirable frequency of input on social media could be around one blog post per week, at least one Tweet post per day and three FB posts per week. The beneficiary shall find /provide the posts also on the basis of the news of the relevant communities (e.g. retweet significant news) to build and maintain a community of relevant stakeholders.
- Organise a series of face-to-face and online meetings with relevant stakeholders

Following the approval of the strategy by the Commission, the applicant shall implement it.

Expected results

1. Providing access to existing, useful practical knowledge (e.g. initiatives, best practices), skills assessment and skills development opportunities to citizens interested in emerging digital technologies, also through the European Digital Skills and Jobs Portal and in integration with the Open Knowledge Technologies project.
2. New, innovative online training and online skills development modules for at least three of the emerging digital technologies mentioned in point 2.1. These modules shall train citizens and SMEs on the applications of emerging digital technologies in everyday life and the workplace, and shall equip them with first basic knowledge and skills in case they 1) wish to pursue a career in these technologies in the future (for citizens) or 2) aim at applying these technologies when doing business (for SMEs).
3. supporting existing efforts to extend the network of stakeholders active in digital skills development to additional actors, especially strengthening the involvement of vocational education and training providers, providers of training and learning solutions, digital innovation hubs and alike and with those in need for relevant skills, in particular SMEs.
4. The “European Digital Academy” website

Concretely, this project should create a tangible impact in terms of the citizens and SMEs reached, users completing various types of training modules and new stakeholders engaged

Continuous interaction with the European Commission is crucial to achieve successfully the general and specific objectives and to ensure a high degree of synergies with other projects funded by the Commission.

TIMETABLE

| | Steps | Date and time or indicative period |
|-----|--------------------------------------|---|
| (a) | Publication of the call | <i>11 October 2019</i> |
| (b) | Deadline for submitting applications | <i>21 November 2019</i> |
| (c) | Evaluation period | <i>Second half of November 2019</i> |
| (d) | Information to applicants | <i>December 2019</i> |
| (e) | Signature of grant agreement | <i>December 2019</i> |

Implementation period

The envisaged implementation period of activities should be 18 **calendar months**.

BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at €1.700.000 (one million seven hundred thousand Euros). This sum shall cover 70% of the eligible costs of the project plus indirect costs (calculated on the basis of a flat rate of 7% on the direct costs).

The Commission expects to fund one proposal.

The Commission reserves the right not to distribute all the funds available.

ADMISSIBILITY REQUIREMENTS

The following formal requirements must be complied with in order for the proposal to proceed to the evaluation stage:

- Applications must be sent no later than the deadline for submitting applications referred to in section “TIMETABLE” (date of post stamp).
- Applications sent by other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.
- Applications must be submitted in writing and on USB key (see section “PROCEDURE FOR THE SUBMISSION OF PROPOSALS”), using the application form available on the website: <https://ec.europa.eu/digital-single-market/news-redirect/660169>

- Applications shall contain all the mandatory documents. Incomplete applications may be rejected.
- Applications must be drafted in English.

Failure to comply with those requirements will lead to the rejection of the application.

ELIGIBILITY CRITERIA

Eligibility criteria are used to determine whether an applicant is allowed to participate in the call for proposals and to submit a proposal for an action. They apply to applicants and to the activities for which a grant is applied for.

Eligible applicants

Proposals may be submitted by any of the following applicants:

- Legal entities established in EU member States

Country of establishment

Only applications from legal entities established in the following countries are eligible:

- (i) EU Member States;

Consortium requirements

In case of a proposal written by a consortium, in order to be eligible, the proposal must be submitted by a consortium composed of at least 2 legal entities;

By way of exception, an application may be submitted by **one** applicant, whether established specifically or not for the action, provided that:

- (i) it is formed of several legal entities complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;
- (ii) the application identifies the said entities.

For the purpose of declaring eligible costs as specified under section 11.3, the entities composing the applicant shall be treated as affiliated entities in accordance with Article 187 of the Financial Regulation.

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

Examples of supporting documents

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity ;
- **natural persons:** photocopy of identity card and/or passport; certificate of liability to VAT, if applicable (e.g. some self-employed persons)

- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

In the event of an application grouping several applicants (**consortium**), the above supporting documents shall apply to each applicant and the consortium members have to sign a **mandate** between the main applicant and each of the consortium members that will participate in the project.

Eligible activities

Types of activities carried out by the beneficiary which are eligible under this call for proposals include:

- planning, design, implementation, co-ordination and management of the project;
- activities related to knowledge management, dissemination and training in emerging digital technologies, in particular Artificial Intelligence, blockchain technology, robotics, Internet of Things, as well as overarching topics such as data analytics, privacy and cyber security;
- studies, analyses, action plans and mapping activities directly related to the project;
- planning, design, integration, implementation, development of training modules;
- planning, design, development and management of a website for stakeholder communities and a knowledge hub;
- Documentation of content and data for handover at the end of the project;
- awareness-raising, training and dissemination activities;
- organisation of workshops, meetings, conferences, seminars, including financing participation of invited experts and stakeholders;
- actions aiming at the creation and improving of networks, exchanges of good practices;

EXCLUSION CRITERIA

Exclusion from participation

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility

- or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (iii) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (iv) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (v) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (vi) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (vii) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (viii) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);

- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (ii) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (iii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iv) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (v) information transmitted by Member States implementing Union funds;
 - (vi) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vii) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Supporting documents

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://ec.europa.eu/digital-single-market/en/news/call-proposals-set-european-digital-academy>

This obligation may be fulfilled in one of the following ways:

(a). for mono-beneficiary grants:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities; OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

(b). for multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

SELECTION CRITERIA

Applicants must have the financial and operational capacity required to implement and complete the proposed action, as well as solid experience in the field.

Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Grants for an action > EUR 750 000 or operating grants > EUR 100 000:

- (i) the information and supporting documents mentioned in point b) above, and
- (ii) **an audit report** produced by an approved external auditor certifying the accounts for the last year available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last financial year available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

In the case of legal entities forming **one** applicant (the "sole applicant"), as specified in section 6.1, the above requirements apply to each one of those entities.

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);

- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

Operational capacity

In the case of legal entities forming **one** applicant (the "sole" applicant) the below mentioned requirements apply to each one of those entities.

Applicants must have the professional competencies and appropriate qualifications necessary to complete all the objectives and tasks defined in this call for proposals.

Applicants must have the expertise and personnel available to complete all the objectives and tasks defined in this call for proposals.

To assess these capacities the applicants shall submit

- The curriculum vitae and the description of the profile of the project manager and the experts responsible for managing and implementing the specific tasks
- The organisations activity reports from the last two years
- An exhaustive list of previous projects and activities performed and connected to the policy field (emerging digital technologies) and to the specific tasks to be carried out (training module development, network and platform building, outreach, etc) . For each item on the list, the applicant shall describe how the project or activity is relevant to the objectives and tasks of this call for proposals.

The Europass curriculum vitae template (available at <http://europass.cedefop.europa.eu/europass/home/hornav/Introduction.csp>) shall be filled in by each person involved in the execution of the tasks foreseen in the call for proposal.

Continuity of the service: the applicants shall confirm the continuity of the team possessing the profile and qualifications mentioned above for the whole duration of the execution of the tasks. They shall inform the contracting authority without delay of any modification occurring in the team delivering the service.

AWARD CRITERIA

Award criteria

The quality of the application will be evaluated based on the following criteria. The maximum total quality score is 100 points. All the criteria below are of equal relative importance.

EXCELLENCE (maximum score: 45 Points)

Under this award criterion, the Commission will evaluate:

The relevance and feasibility of the proposal and of its expected results to the objectives of the call

- Clarity, credibility and pertinence of the proposed approach towards meeting the objectives (in particular with regard to Task 2.3.3 (new innovative online training modules))

- Added value over existing knowledge-sharing and training opportunities
- Added value over existing networking opportunities
- soundness of the concept and of the pedagogical approach, and innovation potential.

IMPACT (maximum score: 30 Points)

Under this award criterion the Commission will evaluate:

The expected impact and dissemination of the results envisaged, including geographical coverage:

- The quality of the methods and tools designed and implemented to drive engagement and awareness both by citizens, SMEs and other relevant stakeholders
- The number of EU Member States and official EU languages covered
- The number of citizens, SMEs and other relevant stakeholders engaged in the activities offered by the Academy
- The quality of the methods and tools designed and implemented to ensure the relevance and sustainability of the project in the future

IMPLEMENTATION (maximum score: 25 points)

Under this criterion the Commission will evaluate:

The effectiveness and rationality of the proposed methodology and organisation (including timetable and monitoring); and the relevance of the means of implementation and the resources deployed in relation to the objectives envisaged (particularly in terms of cost-effectiveness)

- Coherence and effectiveness of the work plan, including the timetable
- appropriateness of the (cost-effective) allocation of tasks and resources in the team
- appropriateness of the expertise offered to implement the specific tasks
- appropriateness of the management structures and procedures, including risk management, flexibility, monitoring
- complementarity of the participants within the consortium (when relevant),

Award decision

Proposals must score minimum 60% for each criterion, and minimum 70% in total. Proposals that do not reach the minimum quality levels will be rejected and will not be ranked.

The proposal ranked first after applying the formula will be awarded the contract.

LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary or coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

FINANCIAL PROVISIONS

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at €1.700.000 (one million seven hundred thousand Euros). This sum shall cover 70% of the eligible costs of the project plus indirect costs (calculated on the basis of a flat rate of 7% on the direct costs).

Eligible cost

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - Costs eligible for financing may neither have been incurred before the grant application was submitted nor before the start of the beneficiary's financial year.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

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

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) costs related to data acquisition, web development and licencing.*
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
 - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;**

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (e) *costs of consumables and supplies, provided that they:*
 - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) *are directly assigned to the action;*
- (f) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (g) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*
- (h) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (i) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7% of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. *use analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant. For that purpose the beneficiary should use reliable accounting codes and allocation keys ensuring that the allocation of the costs is done in a fair, objective and realistic way.*
- b. *record separately:*
 - *all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and*
 - *all costs incurred for the action grants (including the actual indirect costs linked to the action)*

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission, to which the co-financing rate applies.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs approved by the Commission minus the amount of volunteers' work approved by the Commission.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

Reporting and payment arrangements

11.7.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

| Payment request | Accompanying documents |
|--|-------------------------------|
| A pre-financing payment corresponding to 30 % of the maximum grant amount | |

| | |
|--|---|
| <p>Interim payment:</p> <p>The interim payment shall not exceed 40% of the maximum grant amount. The request can be submitted after month 9 of the project and paid after the approval of the accompanying documents by the Commission.</p> | <p>(a) interim technical report (b) interim financial statement</p> |
| <p>Payment of the balance</p> <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p> | <p>(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> |

In case of a weak financial capacity, section 8.1 above applies.

Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the sub-beneficiaries.

d) Financial support to third parties

The applications may envisage provision of financial support to third parties. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support;
- the definition of the persons or categories of persons which may receive financial support,
- the criteria for awarding financial support
- the maximum amount to be granted to each third party and the criteria for determining it

PUBLICITY

By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem

https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

and the disclaimer available at

https://ec.europa.eu/info/sites/info/files/graphic_charter_nov_2017.pdf

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by Digital Economy and Skills Unit of the Communications Networks, Content and Technology DG.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section "TIMETABLE".

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process. Applications must be submitted in the correct form, duly completed and dated. They must be submitted in 5 copies (one original clearly identified as such, plus four copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications must be sent to the following postal address:

– by registered mail, date as postmark or by courier service, date of receipt by the courier service

European Commission
Directorate-General for Communications Networks, Content and Technology Directorate
Digital Single Market (unit Digital Economy and Skills - F.4) To the attention of Head of Unit, B-1049 Brussels, Belgium

Applications sent by fax or e-mail will not be accepted.

➤ **Contacts**

The contact point for any questions: CNECT-F4@EC.EUROPA.EU

➤ **Annexes:**

– See Annexes published on the website

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{ annual personnel costs for the person

divided by 12}

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{ monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{ hourly rate for the person multiplied by number of actual hours worked on the action }

or

{ daily rate for the person multiplied by number of actual days worked on the action }

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{ number of annual productive hours/days for the year (see below)

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.