



ADVISORY TOOL FOR THE EU OUTERMOST REGIONS

Applicants' package



Advisory tool for the EU outermost regions

Applicants' package

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EUROPEAN COMMISSION

DIRECTORATE GENERAL FOR REGIONAL AND URBAN POLICY

Call for Expression of Interest

The European Commission is creating an advisory tool to **provide on-demand tailored advisory services to outermost regions' authorities, organisations and economic operators** (including in particular SMEs).

As envisaged in the Commission 2022 Communication "Putting people first, securing sustainable and inclusive growth, unlocking the potential of the EU's Outermost regions" ⁽¹⁾, this advisory tool will help individual outermost regions (OR) to shape regional development plans; reform and investment agendas; enable synergies between opportunities under EU funds and programmes; and improve their administrative capacity.

The outermost regions – whose stakeholders can benefit from these services - are Guadeloupe, French Guiana, Réunion, Martinique, Mayotte and Saint-Martin from France, the Azores and Madeira from Portugal and the Canary Islands from Spain.

The European Commission (Directorate General for Regional and Urban Policy) is inviting **outermost regions' stakeholders** to express interest in these advisory services, to receive support tailored to their specific needs on how to seek to benefit from EU tools, funds and programmes, as well as national and international ones.

You can express interest in receiving advisory services in any of the categories listed in the catalogue of services. These services offered by the Commission – at no cost – will be provided by consultants, managed by the company Ecorys. The consultants will provide the necessary tailor-made support adapted to the needs and identified objectives of each beneficiary. Please note that the services (to be) provided will be in the form of dedicated expertise and will not entail any financial support. The European Commission is responsible for selecting the actions that will receive advisory service. Applications can be submitted on a rolling basis until 29th February 2024. The services provided by the experts will be delivered from September 2023 until September 2024.

You may ask for advisory services related to any **policy or topic related to the most important priorities for your region**. These services will **not** include the preparation, drafting, nor submission of proposals for funding under competitive calls of EU programmes. Moreover, the proposed services will not be rendered in case they are already covered by other existing EU assistance or advisory tools.

Eligibility Criteria

Who can apply?

Any stakeholder that complies with the following criteria is eligible to demand the services of the advisory tool:

- Applications are submitted by **public and/or private organisations**, not individuals. Organisations can submit an individual application (one organisation) or apply as a group of organisations in the same outermost region or a group of outermost regions. A wide range of stakeholders can be eligible, which can include – but are not limited to:
 - Regional public authorities;
 - Organisations that are either responsible for or involved in the funding and/or implementation of a policy or programme/fund of a region;
 - Regional business organisations, universities, research centres, etc.;

⁽¹⁾ Add footnote

- Economic operators, such as SMEs and/or groups of SMEs.
- In case of joint application (of two or more organisations), there should be a **clear** indication of a **coordinator**.
- The entity is **legally based** and **located in one of the European Union Outermost Regions**.

What are the requirements for applying?

The following requirements must be met when applying:

- The services requested are **within the scope** of the ones provided by **the advisory tool and are not covered by other existing EU assistance/advisory tools**.
- The request **responds to** one or more of the region's **identified needs or priorities, as defined by the regional development strategies/plans**.
- There is proof of commitment with a letter on **Declaration of Honour, Letter of no conflict of interest and Statement of Transparency**.

Selection Criteria

If an application is eligible, it will be assessed according to the following selection criteria:

- **Relevance of the action objectives** with regard to the Call for expression of interest, the catalogue of services, and the specific problems or needs from the entity/ies
- **Alignment** with OR's priorities, regional development strategies or action plans
- **Description** of the **advisory service** requested in a clear and structured manner
- **Expected impact of the action**

Table 1: Selection criteria, weight, and scoring

Criteria	Weight	Scoring
Relevance with regard to the Call for expression of interest, to the catalogue of services and the specific needs on the entity/ies.	30%	<ul style="list-style-type: none"> • The request for service does not match the Call for expression of interest, is not included in the catalogue of services, and is not related to the specific needs on the entity/ies: 0 % • The service matches the Call for expression of interest, is included in the catalogue of services service, but not to the specific needs on the entity/ies: 50 % • The service is included in the catalogue of services, match the Call for expression of interest, and it is well related to the needs of the entity: 100%
Alignment with OR's priorities, regional development strategies or action plans	30%	<ul style="list-style-type: none"> • No alignment: 0% • Slightly aligned with one OR priority, strategy, and action plan: 0% – 50% • Clearly aligned with OR's priorities, strategies, and action plans: 50% – 100%

Description of the advisory service requested in a clear and structured manner	20%	<ul style="list-style-type: none"> • The problem/need is not well described: 0% - 25% • The problem/need is clearly defined (50% overall score): 25% – 100% and/or well structured (50% overall score): 25% – 100%
Expected impact	20%	<ul style="list-style-type: none"> • There is a clear target identified: 33% • There is a clear expected impact on the target: 33% • The action related to the submission for advice is expected to have a positive impact on the local/regional communities by fostering its development: 33%

Time frame of the evaluation and approval

All applications shall be submitted **until 29th February 2024 23.59 CET**. The screening, evaluation and selection of requests will take place on a rolling basis. Therefore, we highly encourage you to submit your application at early stage. The services provided by the experts will be delivered from September 2023 until September 2024, with a total duration of experts' days between 15 and 45 days for the duration of the service, distributed along the implementation period of the services.

With the support of the consultants, combined with the expertise of designated contact points in the regional authorities, the Commission services take the final decision on which requests will receive advisory services.

Conditions of submission

Entities expressing their interest to receive any of the services in the catalogue should submit the **application form** for this call of expression in French, Portuguese, Spanish or English via email to advisory-tool-eu-outermost-regions@ecorys.com.

Contact

In case of any questions, please contact advisory-tool-eu-outermost-regions@ecorys.com

Catalogue of Services

The advisory services that can be requested are listed in the catalogue below. You can choose from the list of services the category that best fits your specific need. The services (to be) provided are exclusively in the form of work days of experts and therefore no financial support will be granted.

Table 2: Summary of services offered

Categories	Services
“Strategic advice” support	<ul style="list-style-type: none"> ▶ Develop/update/improve development strategies and actions plans ▶ Establish priorities ▶ Conduct needs and gaps analysis ▶ Provide recommendations and guidance on next steps
“Matching needs with assistance” support	<ul style="list-style-type: none"> ▶ Matching of gaps and solutions for support, including for technical assistance and investment via various EU, international, national, regional and non-EU support tools, funds and programmes. Advice on which EU/ national/regional/international tool/fund/programme can support action in a given issue in any policy area ▶ Reaching synergies and complementarities between various EU, international, national, regional and non-EU support tools, funds and programmes. ▶ Information on relevant calls for proposals under various programmes; the relevant deadlines, forms to be filled in and eligibility ▶ Advice on how to address needs and bottlenecks ▶ Advice on how to apply to access the relevant EU tools, funds and programmes
“Project pipeline” support	<ul style="list-style-type: none"> ▶ Conduct analyses to underpin proposals ▶ Assess existing project pipelines ▶ Conduct preliminary feasibility studies ▶ Develop cost statements ▶ Consortium building support
Support for “building relevant technical and administrative capacity”	<ul style="list-style-type: none"> ▶ Training/coaching/tutoring/professional advice (not covered by existing instruments or support tools)
Ad-hoc requests	<ul style="list-style-type: none"> ▶ To be assessed in terms of its scope and eligibility with the European Commission on a case-by-case basis

These services are provided in further detail below:

1. STRATEGIC ADVICE SUPPORT:

- **Develop/Update/Improve Development Strategies and Action Plans:** Our expert consultants will work closely with the stakeholders to develop, update, or improve their development strategies and action plans. We will analyse current objectives, external conditions, and internal capabilities to craft tailored strategies that align with their organisational goals and the regional development strategies.
- **Establish Priorities:** Determining the right priorities is essential for effective resource allocation and goal attainment. We will offer assistance in establishing clear and strategic priorities based on their objectives and available resources. Our team will collaborate in

identifying key focus areas and will create a roadmap that outlines the order and significance of the organisations' initiatives.

- **Conduct Needs and Gaps Analysis:** Understanding public/private organisation's needs and identifying gaps is crucial for strategic decision-making. We conduct needs and gap analyses to evaluate the current state and identify areas for support or further improvement and development. Our team will examine factors such as economic trends, needs, the region's competitive advantages and capabilities to provide the applicants with actionable insights that bridge the gaps and align their strategy with their requirements.
- **Provide Recommendations and Guidance on next steps:** After conducting thorough analyses, we provide applicants with well-founded recommendations and guidance on the next steps to take. Our experts offer valuable insights based on industry best practices, market intelligence, and their extensive experience. We will help them make informed decisions, navigate complexities, and leverage opportunities effectively.

2. MATCHING NEEDS WITH ASSISTANCE SUPPORT: supporting effective access to EU and non-EU funding programmes and support tools, including enabling of synergies and complementarities when needed

- **Matching of Gaps and Solutions for support:** building on the analysis of needs and gaps above, we can guide you on the most appropriate tool/instrument to use, by identifying the gaps within organisations and matching them with appropriate solutions. Moreover, if you have already identified a gap or need for your entity, we can also help you in identifying the best tool/instrument. We leverage our expertise to assess your needs and determine the best-suited technical assistance and funding options available through various EU, international, national, and non-EU support tools, funds, and programmes. We will provide tailored advice on which specific EU, national, or international tool/fund/programme can support your actions in any policy area, ensuring alignment with your objectives.
- **Reaching Synergies and Complementarities:** We understand the importance of synergy and complementarity when utilising different support tools, funds, and programmes. Our team will identify opportunities for synergy and strategic alignment between various EU, international, national, regional and non-EU support mechanisms. By coordinating and integrating these resources effectively, we will optimise their impact and maximize the outcomes for your organization.
- **Information on Relevant Calls for Proposals:** Staying updated on relevant calls for proposals is crucial for accessing funding opportunities. Our consultants provide comprehensive information on the latest calls for proposals under various programmes, including EU, national, and international initiatives. We will ensure you are aware of the relevant deadlines, required forms to be filled in, and eligibility criteria, enabling you to submit competitive and compelling proposals.
- **Advice on Addressing Needs and Bottlenecks:** Our team assists you in addressing your organisation's needs and overcoming bottlenecks. Through thorough analysis and expertise, we identify the challenges hindering your progress and provide valuable advice on effective solutions. We will guide you in implementing strategies that mitigate bottlenecks and optimise your performance, helping you achieve your objectives efficiently.
- **Application Support for Accessing EU Tools, Funds, and Programmes:** We are aware that sometimes accessing the relevant EU tools, funds, and programmes can be complex. Our consultants can offer comprehensive guidance on the application process, ensuring you have a clear understanding of the requirements and procedures involved. We will help you navigate the application process, provide insights on best practices, and enhance your chances of successfully accessing EU resources for your initiatives. ⁽²⁾

⁽²⁾ Ecorys will **not** be preparing, drafting and/or submitting applications, just providing advice and support on how to prepare the applications.

3. PROJECT PIPELINE SUPPORT: Conducting feasibility studies, developing cost statements and providing consortium building support.

- **Conduct Analysis for Proposal Underpinning:** Our consultants perform in-depth analysis to strengthen your proposals with solid research and comprehensive insights. We delve into relevant data, carry expert analysis, and industry insights to gather crucial information on programmes for the OR.
- **Assess Existing Project Pipelines:** We evaluate your current project pipeline, identifying areas for improvement and aligning them with organisational goals.
- **Conduct Feasibility Studies:** Our team can conduct feasibility studies tailored to your needs, providing a preliminary evaluation on the technical, financial, and market viability.
- **Develop Cost Statements:** We create detailed cost statements, considering all relevant factors, to facilitate accurate budgeting and secure funding.
- **Support Consortium Building:** We assist in building strong consortia by leveraging our network, identifying partners, and facilitating collaborations for action success.

4. SUPPORT FOR BUILDING RELEVANT TECHNICAL AND ADMINISTRATIVE CAPACITY: Training, professional advice and capacity building programmes to help regions achieve their goals.

- We offer specialised training, coaching, tutoring, and professional advice tailored to your organisation's specific needs not offered by the already existing advisory tools. Our consultants possess extensive expertise and knowledge, enabling us to provide targeted guidance and support. Whether you require skill development, individual coaching, subject-specific tutoring, or professional advice on complex matters, we offer personalized solutions to enhance your capabilities. Our training programmes and advisory services go beyond conventional support tools, ensuring that you receive the customized assistance necessary to achieve your goals. This support **will not** provide assistance to the drafting of proposals to be submitted under any tool, fund and programmes, but will offer advice based on best practices and strategies.

5. AD-HOC REQUESTS: Other requests which are not covered by the services described above will be assessed on a case-by-case basis.

Types of support

Covering each one of the above categories, there are **two types of service support** that we can offer: **concise support** and **extensive support**. For the concise support maximum 15 days can be offered, while extensive support can be up to 45 days.

Examples of services

The following table provides illustrations of kinds of support activities that can be delivered. The list is not exhaustive and other kinds of support can be requested, including a combination of support activities. The requested support activities will be based and approved on a case-by-case basis.

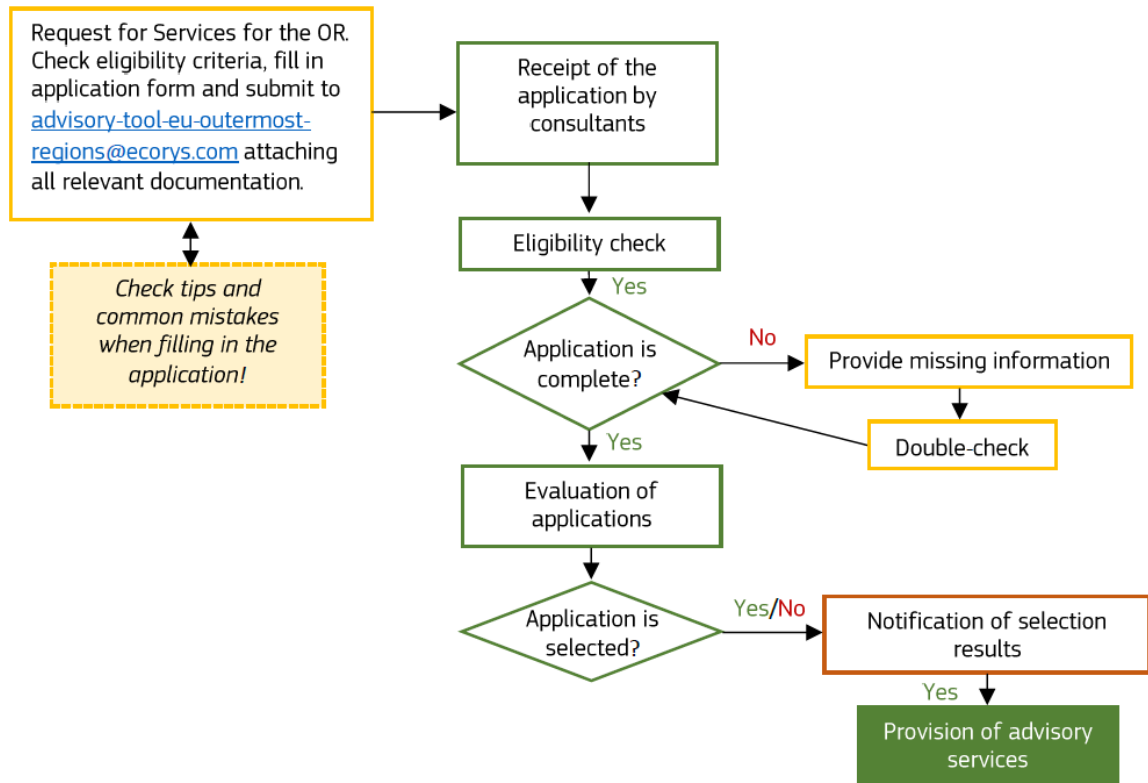
<ul style="list-style-type: none"> • <i>Strategic advice support</i> 	Assist a SME to identify their key goals and align them with the priorities they could adopt in their business while contributing to the regional development strategies.
<ul style="list-style-type: none"> • <i>Matching needs with assistance support</i> 	Provide SMEs with information on EU funding available adapted to their needs and keep them up to date on new calls for proposals under EU programmes.

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<ul style="list-style-type: none">• <i>Project pipeline support</i>	Assist in shaping the budget of an economic operator in line with usual requirement from the European Commission standard procedures and templates.
<ul style="list-style-type: none">• <i>Support for building technical and administrative capacity</i>	Provide a 2-hour training session on administrative steps when preparing for the submission of a proposal and provide tips and best practices on what a good proposal looks like. This explicitly excludes the drafting of proposals.
<ul style="list-style-type: none">• <i>Ad-hoc requests</i>	To be assessed in function of the requests received.

Flowchart of process to follow

To offer a clear, visual guideline of all the steps to follow, this flowchart underpins the entire process and specifies the key actions to be taken at each stage: receipt of applications, their assessment, implementation to sign-off.



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Application Form for Requesting the Advisory Services

The European Commission invites interested entities from the Outermost Regions to request advisory services within this advisory tool. To see the conditions for applying, please consult the Call for Expression of Interest. ⁽³⁾

The application process will be open until 29th February 2024 and will be regularly assessed on a rolling basis, following the eligibility and selection criteria defined in the Call for Expression of Interest. The application form should be submitted via the mailbox: advisory-tool-eu-outermost-regions@ecorys.com.

If during the completion of the application form ⁽⁴⁾ you have any questions not answered in the Call for Expression of Interest document, please visit the FAQs webpage. This FAQ section will be regularly updated with the questions received. If your question is not answered there, then please contact advisory-tool-eu-outermost-regions@ecorys.com.

PART A – GENERAL INFORMATION OF THE APPLICANT(S)			
1. Name(s) of public/private organisation requesting the services			
2. Name of the coordinator (in case of a joint request)			
General information about the main applicant			
3a. EU Member State			
3b. Region		3c. City/municipality	
3d. Type of applicant. Please, select the type of stakeholder the main applicant represents			
<input type="checkbox"/> Local Public Authority <input type="checkbox"/> Regional Public Authority <input type="checkbox"/> National Public Authority			
<input type="checkbox"/> Relevant body representing civil society (e.g., NGO, CSO, Association...)			
<input type="checkbox"/> Development, innovation, energy, or similar type of agency/body			
<input type="checkbox"/> Trade Union Organisation			
<input type="checkbox"/> Research Organisation or University			
<input type="checkbox"/> Small or Medium Enterprise (SME)			
<input type="checkbox"/> Large Enterprise			
<input type="checkbox"/> Body representing-socio economic actors			
<input type="checkbox"/> Other. Please, specify Click or tap here to enter text.			
Information for main contact person			

⁽³⁾ https://ec.europa.eu/regional_policy/sources/policy/themes/outermost-regions/CallForExpressionsOfInterest_en.pdf

⁽⁴⁾ https://ec.europa.eu/regional_policy/sources/policy/themes/outermost-regions/ApplicationForm_en.docx

4a. Full name			
4b. Current position/function/job title		4c. Division/department	
4d. Email address		4e. Phone No.	
4f. Select your primary working language	<input type="checkbox"/> French <input type="checkbox"/> Portuguese <input type="checkbox"/> Spanish <input type="checkbox"/> English		
PART B – REQUEST FOR SERVICES INFORMATION			
5. What are the advisory services that you request? What is the purpose of this request/why do you need these advisory services? Please, describe the needs of your entity in order to apply for this advisory tool (150 words max)			
6. Selection of service(s) from the catalogue			
<input type="checkbox"/> Strategic advice to develop/update/improve development strategies and action plans. <input type="checkbox"/> Matching needs with assistance support in particular on “reaching synergies and complementarities between EU/national/international support tools, funds, and programmes. <input type="checkbox"/> Project pipeline support <input type="checkbox"/> Support for building relevant technical and administrative capacity <input type="checkbox"/> Other ad-hoc request. Please, specify and explain the kind of request: Click or tap here to enter text.			
7. Please, provide a short summary of your proposal (max. 250 words)			
PART C – COMMITMENT FOR ACTION			
9. As a proof of commitment, please fill the “Declaration of Honour, Letter of no conflict of interest & Statement of transparency” document annexed to this application form. Each stakeholder involved in the application should fill in these documents.			
<input type="checkbox"/> Declaration of Honour, Letter of no conflict of interest, and Statement of transparency			
10. Is this a first-time submission or a re-submission?	<input type="checkbox"/> First-time submission <input type="checkbox"/> Re-submission		
PART D – ANNEXES			
To complete your application form, please submit the following documentation:			
Annex 1. Concept note - description of the action and services required (10 pages max.).			
1. Description of the action and relevance			

1. Background and objectives
2. Policy context
3. Motivation and nature of the approach adopted to provide a solution to the OR need
4. A description of the problem(s)
5. Why the action is important for the development of the region:
 - What are the related thematic areas/sectors?
 - What problem/s or challenge/s it will help to overcome ?

2. Request for services

1. **Specific service(s) requested ⁽⁵⁾:** Please provide a description of the specific service(s) required from the catalogue of advisory services and the challenges(s)/issues(s) and/or opportunity(ies) to be addressed. How are they related? What is the added value of the advisory services for developing your action?
2. **Description of the action(s):** Description of the action(s) for which advisory services are requested and which major gaps and/or needs would be covered.

3. Alignment of the action with OR priorities

Please, state here the link to regional development strategies/action plans and any relevant documents/reports/roadmaps from the regional public administrations; for submissions by regional authorities, the respective regional authority's commitment to implement this specific request, including sustainability, replication and multiplier aspects.

4. Expected impact of the action

Expected results/deliveries/added value/positive impact of the support services to be delivered, including the ground for advice, input, ideas, missing links and questions to be answered.

- In which geographical region will the action have a direct impact?
- Which is the main sector in which the action is expected to have an impact?
- Which is the main target of the action? Why? How is the proposal expected to have an impact on that target?
- How will the action impact on the local/regional communities and foster its development?

Annex 2. Declaration of Honour, Letter of no conflict of interest and Statement of transparency

⁽⁵⁾ Also, in addition to the questions, a multiple choice drop-down will be added for the applicants to choose the service. This would facilitate further filtering of applications.



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Declaration of Honour, Letter of no Conflict of Interest and Statement of transparency

I, the undersigned [Name and Surname], **being the authorised signatory** [name of the entity] for the Call of Expression of Interest for the "Advisory Tool for the Outermost Regions", hereby solemnly declare:

- That the documents and information accompanying this application form, which pertain to the details of the call conducted by the European Commission regarding the Call for Expression of Interest for the "Advisory Tool for the Outermost Regions," are entirely accurate.
- That we are not and shall not be in any situation which could give rise to a Conflict of Interest in what concerns the performance and/or implementation of the contract.
- *If relevant:* We have identified the following potential Conflict of Interest, as described below, in order to be assessed during the evaluation phase:
- In the event of the contract being awarded to us, we undertake to act with complete impartiality and in good faith in what concerns its performance and outcome and to immediately declare to the European Commission in writing any situation that might raise concerns with respect to conflict of interest, impartiality or otherwise affect our position/ability to duly and appropriately perform the contract.
- That, in the case of successful award, all staff (including those of any sub-contractors) involved in the performance of services under the contract shall duly sign a declaration of absence of conflict of interest and confidentiality.
- That we are under no criminal investigation, have no criminal record or are involved in any case of fraud.

The undersigned in [city], [Month Number, Year]

Signature

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Tips to improve your application and to avoid common mistakes

Here are some tips to enhance your application and guide you on avoiding common pitfalls that could hinder your chances of success in securing a place in this call for expression of interest. Understanding the application's requirements will help you present a compelling application for your candidacy.

Tip One: Be clear and concise when writing your application

Answer all the essential questions: explain the regional challenge/identified need that the project will address, the solution proposed, and the major steps to follow.

Tip Two: Summarise your ideas at the beginning of each paragraph, give short and sharp conclusions at the end of each section

Keep only the essential, be straightforward and structured.

Tip Three: Follow the guidelines in the Application form

Be sure to answer 100% of the points mentioned in the form so your application can be eligible.

Tip Four: Always keep the region's needs and demands in mind

Remember the request for services needs to be aligned with the established regional development strategies and priorities and needs for the region. Be sure to keep this in mind when filling in the application form.

Tip Five: Clear Partnership

If the request for services is submitted by more than one organisation, make sure you propose a strong and well organised partnership, with a clear coordinator role. Have agreements in place with your partner organisations and clear communication channels.

Tip Six: The European Dimension as an added value

While the advisory tool focuses on the specific needs of your region, you can line up with EU objectives and defined needs for your region.

Common mistakes

Here are some common mistakes that you should avoid when preparing your proposal.

Proposing organisation is not eligible

Make sure you read the eligibility criteria before preparing your application and that you fulfil the established requirements.

Services requested are out of scope

Justify your selection of services and justify them appropriately, keeping in mind the entity/ies and region's needs and priorities, the Call for expression of interest and the catalogue of services to confirm that your application will be evaluated.

Services requested within the type of support offered

Bear in mind when filling in your application that the support offer contemplates two types of support:

- Concise support, which is up to 15 days of support during the duration of the service
- Extensive support, which is maximum 45 days of support during the duration of the service

Please do not apply for services which require a longer support over time.

Objectives are not well defined

The application objectives must be clearly defined and based on a prior identified need analysis.

Agreement of cooperation template

This document will act as a formal framework for the agreement between Ecorys and the OR entities interested in the request of services. The requirements are: type of assistance to be given, the dates on which the assistance will begin and conclude, the hours or FTEs required, the names of the experts, and the reporting requirements and corresponding deadlines.

Agreement of cooperation between Ecorys and [party X]

This cooperation agreement is made on [place] by and between [party 1] ; [party 2] ; [party 3] and [party 4]. The parties hereby bind themselves to undertake a Cooperation Agreement under the following terms and conditions.

CONSIDERATION. This Agreement includes the following:

- i) **Signature**
- ii) **The term of the agreement**
- iii) **Type of support provided**
- iv) **The hours/FTE**
- v) **The experts involved in the Cooperation Agreement**
- vi) **The reporting requirements**
- vii) **The expected deadlines**
- viii) **Relation of the parties**

SIGNATURE. This agreement will be signed by the two parties only after the approval of the Commission services.

TERM. The term of this agreement shall be [duration]. From [date] until [date] unless terminated sooner in accordance with the terms of this agreement. This term of agreement will be [6-12] months.

TYPE. The type of support provided by this agreement will be [strategic support/matching needs with assistance/"project pipeline" support/support to "building relevant technical and administrative capacity"/other ad-hoc support] as specified in the catalogue of services.

HOURS. This agreement of cooperation will require[number] hours/FTE to be distributed accordingly the workload of the tasks.

EXPERTS. This agreement of cooperation will require the participation of the following experts: [name] ; [name] ; [name] ; [name] ;[name] and [name]. The experts will provide the services specified in this Cooperation Agreement during the hours/FTE agreed in this Cooperation Agreement.

REPORTING REQUIREMENTS. This Cooperation Agreement includes the following reporting requirements:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

DEADLINES. Each reporting requirement will meet the following deadlines:

- i) [Reporting requirement] will be delivered [deadline]
- ii) [Reporting requirement] will be delivered [deadline]
- iii) [Reporting requirement] will be delivered [deadline]
- iv) [Reporting requirement] will be delivered [deadline]
- v) [Reporting requirement] will be delivered [deadline]

RELATION OF THE PARTIES. The nature of relationship between [party 1] and [party 2] is that of partners in a partnership.

AMENDMENT. Once signed, this Agreement of cooperation cannot be modified by any of the parties without the consent of the European Commission.

SIGNATORIES. This Agreement shall be signed on behalf of [party 1] by [designed signatory], and on behalf of [party 2] by [designed signatory].

By: _____

By: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Checklist of documents to be read and submitted

To apply for this advisory tool, we encourage you to read a number of documents, some of which must be submitted via the mailbox to kick-start the request. All those documents can be found in the **Applicant's package section in this webpage**. This is a summary of the Applicant's Package. If you click in any of the names of the documents, you will be redirected to a new page it so you can have a look to it ⁽⁶⁾.

Applicant's Package	Description	Action by applicant
Call for Expression of Interest	Document in which you can find the purpose of the call, the eligibility and selection criteria, and further information (deadlines, contact...)	Read
Catalogue of services	The catalogue of services available from the advisory tool	Read
Flowchart of process to follow	A visual representation of the whole application process	Read
Application Form	Application to apply for the advisory tool services. It contains 2 annexes	Submit
- <i>Annex 1 - Concept note - description of the action and services required</i>	- To describe in detail your request	Submit
- <i>Annex 2 - Declaration of Honour, Letter of no conflict of interest and Statement of transparency</i>	- Proof of commitment - Proof of no criminal record or fraud	Submit
Tips to improve your application and avoid common mistakes	Informative document with tips to submit your application and some common mistakes to avoid	Read
Agreement of cooperation template	Template model of the contract to be signed between the applicant and Ecorys	Read

(6) https://ec.europa.eu/regional_policy/policy/themes/outermost-regions/advisory-tool_en



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