



# **Call for proposals VP/2014/005**

## **Preparatory action: Information centres for EU migrant workers and posted workers**

*Budget heading 04.03 77 09*

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## 1. General background and context

This call for proposals is linked to the adoption by the co-legislators of a new Directive on measures facilitating the exercise of rights conferred on workers in the context of freedom of movement for workers.<sup>1</sup> This Directive is a so-called “enforcement Directive”, which is aimed at better enforcing the rights conferred on EU migrant workers and their family members by Article 45 TFEU and by Regulation (EU) No 492/2011 on freedom of movement for workers within the Union.<sup>2</sup>

Despite the existence of a sound legislative framework, which sets out a range of rights for EU migrant workers and their families, there is still poor national compliance with the EU rules in this area and EU migrant workers and their family members continue to face both discrimination on grounds of their nationality and barriers to the exercise of their right of free movement. This goes hand in hand with limited provision of information both to the workers themselves and other stakeholders. Additionally, there are inadequate support networks in Member States and many EU workers are unaware of what to do, or where to go, if their rights are not respected, or if they are discriminated against.

The Directive is therefore aimed at tackling these information and enforcement gaps at a national level. It focusses on three main ways to improve enforcement:

First, it will require, within two years of its coming into force, Member States to designate one or more bodies at national level to carry out various functions to provide assistance – including legal advice – to EU migrant workers and their family members. One function of this body will be to act as a contact point to cooperate and liaise with similar contact points in other Member States.

Second, it requires better information provision about the rights conferred by Article 45 TFEU and Regulation (EU) No 492/2011 and how these apply in a national context. The new body, or bodies, are tasked with providing information at national level about the EU rights of migrant workers. Member States are also required to provide up-to-date and accessible information on the rights given by the Directive itself.

Thirdly, it puts in place practical provisions to ensure that EU migrant workers, if faced by a situation where they have been discriminated against or where their rights are not respected, may enforce their rights by a judicial procedure and on the same terms as nationals of the host state. This guarantee of effective protection of rights includes the requirement for Member States to ensure that associations, organisations, the social partners and other entities, are able to intervene in judicial and/or administrative proceedings to assist EU migrant workers enforce their rights.

The new Directive recognises that, provided sufficient additional resources are allocated, existing bodies at national level can perform the new functions required. On the one hand, it is possible, that the functions of the bodies could be exercised by existing Equality bodies, which have already been established by Member States to combat discrimination (EU legislation requires such bodies to be designated for

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<sup>1</sup> Directive 2014/54/UE of the European Parliament and of the Council of 16 April 2014 on measures facilitating the exercise of rights conferred on workers in the context of freedom of movement for workers (not yet published in the Official Journal). See document: PE-CONS 4/1/14 REV 1.

<sup>2</sup> Regulation (EU) No 492/2011 of the European Parliament and of the Council of 5 April 2011 on freedom of movement for workers within the Union, OJ L 141, 27.5.2011, p. 1–12. This Regulation codifies the previously applied Regulation 1612/68 and its successive amendments.

discrimination on grounds of sex or on grounds of race or ethnic origin – see Directives 2000/43/EC, 2004/113/EC and 2006/54/EC<sup>3</sup>), or agencies with responsibility at national level for the defence of human rights or the protection of individuals' rights.

Alternatively, Member States may confer the new functions on other sorts of existing bodies or entities, or indeed set up an entirely new body (or bodies) to fulfil the roles foreseen by the Directive. As well as acting as a national contact point in relation to contact points in other Member States, the new body (or bodies) should also fulfil an “internal coordination” role within each Member State: that is, in giving assistance to EU migrant workers and helping them to enforce their rights, it should cooperate with other national bodies and existing information and assistance services provided by social partners, associations, organisations or other legal entities.

The aim of better enforcement is not to focus the role of enforcement and advice on one national body alone. Rather, the aim is to improve the whole organisation of support, advice and information at national level and to ensure that such support and assistance can be provided in a cross-border context where necessary.

This Preparatory Action, taken following the request of the European Parliament, therefore links into this general aim of building better facilities at Member State level to improve information about rights, support and assistance (including legal assistance) to EU migrant workers who exercise or wish to exercise their right to free movement. It recognises the need for support and advice to be available in the countries of origin of the migrant, as well as in the destination countries. It also recognises that, where assistance is needed, this cannot stop at a national border and for this reason, efforts to build a system of pan-European contact points are needed.

The ambit of this Action also foresees specific activities to assist and inform workers in posting situations and third country migrant workers who are employed in an EU Member State.<sup>4</sup> For the purposes of this Preparatory Action these workers are also included in the term, “EU migrant worker”.

It should be also borne in mind that there are already a number of European networks, whose activities might potentially include combatting discrimination on grounds of nationality and the provision of information to EU migrant workers. Cooperation with such networks should therefore be included in this Preparatory Action in order to ensure that actions taken within its scope to assist EU migrant workers are complementary.

In 2013, a call for proposals under this Preparatory Action was published (VP/2013/011). As an outcome, two pilot activities were selected, which are currently ongoing. The present call for proposals shall constitute a continuation of the previous Action and will aim at further efforts to put in place the necessary facilities at Member State level to provide information about rights, support and assistance (including legal assistance) to EU migrant workers who exercise or wish to exercise their right to free movement. It is intended that experiences of these two years of the Preparatory Action will be shared at the stakeholders conference to be organised by the Commission during the course of 2015.

<sup>3</sup> *Respectively: OJ L 180 , 19.07.2000, p. 22 -26; OJ L 373, 21.12.2004, p. 37-43; and OJ L 204, 26.7.2006, p. 23-36.*

<sup>4</sup> *Notably such as long term residents (subject to Directive 2003/109/EC), Blue Card holders (Directive 2009/50/EC) and third country nationals with rights under the Researchers' Directive (Directive 2005/71/EC), the Single Permit Directive (2011/98/EU).*

Also, a previously implemented Pilot Project "Working and Living Conditions of Posted Workers" (VP/2010/011)<sup>5</sup>, was aimed at assessing, through specific transnational activities, the conditions of posted workers within European countries and funded initiatives relating to the application and/or enforcement of national rules regarding such workers. Furthermore, a call for proposals regarding enhancing administrative cooperation and access to information in the field of posting of workers was published in 2013 (VP/2013/008) resulting in 6 co-funded projects. This Preparatory Action shall build on and complement the achievements reached by these previous actions.

## 2. Specific objectives of this call for proposals

The overall scope of this Preparatory Action is to explore the feasibility of cross-border networking activities which intend to improve the facilities for support, advice and information provided at national level to EU migrant workers and their family members and to ensure that such support and assistance can be provided in a cross-border context.

These activities should take into account the specificities of the different categories of workers and be in line with existing EU law on free movement of workers and on posted workers. The activities of the networking bodies should also take into account the activities performed by the existing EU-wide networks and ensure that there is no overlap or duplication of activities implemented by these networks. Any members that are part of an established national network may continue to operate on a national basis, as well as in cooperation with their cross-EU counterparts.

With this overall scope in mind, this call for proposals is intended to support a maximum of three initiatives aimed at networking experiences between the already-existing Equality bodies and/or entities established at national level to support EU migrant workers. Each initiative shall cover a minimum of five eligible countries.

### Each initiative shall encompass the following components:

#### A. Pilot activities of the network

Applicants are asked to present and detail transnational cooperation actions which

- shall focus on enhancing the applicants' capacity in the following fields:
  - activities aimed at providing EU migrant workers with legal support and information on the labour market and on employment legislation in force in the host country and promoting access to existing EU services and networks (such as EURES the Europass-network, Euraxess, the Your Europe portal, Your Europe Advice, SOLVIT) wherever relevant

and

- measures to monitor existing sources of legal information for EU migrant workers and posted workers and actions aimed at updating, enhancing and simplifying such legal information to ensure the full recognition of rights, in particular as regards employment rights. Such measures shall be specially

<sup>5</sup> <http://ec.europa.eu/social/main.jsp?catId=631&langId=en&callId=268&furtherCalls=yes>

designed to combat discrimination in individual cases as well as to combat discriminatory measures of a more general nature.

or

- if the applicant entity already performs activities in the two above-listed fields, it shall develop, additionally, at least one of activities listed below, operating in the following two main areas:

1/ Provision and distribution of information to EU migrant workers and posted workers

- Fostering cooperation and exchange of information between employment and immigration services as well as setting out learning and training modules for staff, and others.
- Running campaigns on labour-market shortages to encourage and reinforce lawful free movement of workers within the EU.
- Provision and distribution of other legal information to ensure the full recognition of rights of EU migrant workers and any other kind of informative support.

2/ Legal support to EU migrant workers

- Provision of legal assistance to EU migrant workers who are in an irregular situation in the labour market or who may be object of exploitation or abusive practices.
- Provision of legal services to EU migrant workers in the EU in the event of employment litigation, including counselling in dispute resolution.
- Actions against discrimination concerning access to and integration in the host labour market as well as tackling fight against undeclared work.
- Provision of any other kind of legal and administrative counselling to EU migrant workers.

## B. Analytical Report

At the conclusion of the pilot activities under this call for proposals, each of the successful applicants will be required to produce an extensive analytical report (of around 50 pages). The report will take into account the reports that will be produced as a result of the call for proposals 2013 under this Preparatory Action<sup>6</sup>. It will provide the elements required below **to the extent that these elements have not already been covered by the reports of the previous projects** of 2013. It will also propose new recommendations, where applicable.

The report will provide the following elements:

- an overall assessment and inventory of the existing sources of information provided to EU migrant workers and posted workers and evaluation of the effectiveness and correctness of such information.

<sup>6</sup> See call for proposals VP/2013/011:  
<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=390&furtherCalls=yes>

- recommendations to increase efficiency in the coordination and monitoring of information sources.
- a description of the outcomes of the experience of the networking. This should include a detailed explanation of the scope and areas of activity of the network and the cooperation arrangements put in place between the information centres as well as any obstacles encountered and good practices to be shared.
- if applicable, information on the extent to which the project beneficiary worked together with members and/or representatives of other European networks.
- further recommendations for a possible establishment of a future large-scale network, considering how such a network would fit into and/or complement activities of other existing European networks (such as EURES, the Europass network, Euraxess, the Your Europe portal, Your Europe Advice, SOLVIT).

The report will be in English, proof-read by a proficient English speaker. It will contain an executive summary.

This deliverable will represent the guidance for further action aiming at facilitating the access of migrant EU workers to the host country's labour market.

### C. Participation in the final conference

A final conference may be organised and financed by the European Commission towards the end of the Preparatory Action. It will represent the occasion for stakeholders and any other involved partners to provide information about the results and best practices built up during the implementation of the actions under the calls for proposals 2013 and 2014. It will also represent an opportunity for networking and exchange of experiences between the different applicants bearing in mind the aim of establishment of a future EU-wide network of bodies. The successful applicants will be asked to participate actively in the conference and make available any material and findings available by then for the purpose of the conference.

## 3. Admissibility, exclusion, eligibility, selection and award criteria

### 3.1. Submission deadlines and implementation period

The **deadline** for submission of complete applications is as follows:

**20 June 2014**

For actions commencing no earlier than **01/09/14** and no later than **15/10/14**

### 3.2. Admissibility requirements

Only applications for operations starting in in the aforementioned time-frame will be considered. In view of the time needed to examine applications, actions may not start before the deadlines given above. Applicants should note that if their project is approved, they will not necessarily receive the grant agreement prior to the action starting dates indicated and should, therefore, take this into account in programming the timing of their project. Any expenditure incurred before signature of the grant agreement by both parties is at the applicant's risk.

Proposals which indicate an earlier starting date than the ones indicated will not be considered by the Evaluation Committee.

The maximum project duration is 12 months. Application for the project in excess of 12 months will not be considered. Extensions after the maximum duration will not be granted.

### 3.3. Budget available

The total budget earmarked for the co-financing of projects is **EUR 700 000<sup>7</sup>**.

The European Union co-financing percentage will be limited to a maximum of 80% of the total eligible costs of the action. Applicants must contribute at least 20 % of the total eligible costs of the action. Contributions in kind will not be taken into account. Any application which requests a grant of more than 80 % will be excluded automatically from the selection.

**The Commission intends to award a maximum of three grants.**

### 3.4. Exclusion criteria

Applicants must be in conformity with Article 106(1) and Articles 107 to 109 of the Financial Regulation<sup>8</sup> and must sign the Declaration on their honour to that effect.

### 3.5. Eligible applicants

To be eligible, lead applicants must:

- Be an already existing Equality Body in a Member State as established by EU law or be an entity established at national level to support EU migrant workers;
- Act in co-operation with at least 4 co-applicants established in at least 4 other different Member States which are as well already existing Equality Bodies as established by EU law or entities established at national level to support EU migrant workers.

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<sup>7</sup> The availability of funds is subject to the adoption of the relevant Work Programme and Financing Decision.

<sup>8</sup> The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non-fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

### **3.6. Eligible activities**

This Call for proposals is intended to finance specific actions, projects or initiatives. Therefore grants are not intended to finance the normal operations of the bodies presenting applications; they are intended only to cover **additional expenditure** linked directly to the activities of the project.

The eligible activities must be fully carried out in the Member States and must be in line with the specific objectives set out in chapter 2 of this document. Eligible activities may consist of (non-exhaustive):

- case studies;
- cooperation projects;
- training activities;
- monitoring actions;
- awareness and dissemination actions;
- counselling and mentoring activities;
- research and collection activities
- dissemination of information.

The eligible activities must not overlap with or duplicate actions under the call for proposals 2013 for this Preparatory Action (VP/2013/011), under the call for proposals (VP/2013/008<sup>9</sup>) or other calls for proposals. Activities may however build on experience gained through these actions.

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<sup>9</sup> See call for proposals VP/2013/008:  
<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=379&furtherCalls=yes>

### 3.7. Eligible applications

To be eligible, applications must:

- Be presented by a consortium of at least 5 entities established in 5 different Member States;
- Be submitted by the deadlines indicated in section 3.1;
- Respect the EU co-financing percentage as stipulated in chapter 3.3 (budget available) of this document;
- Demonstrate that the proposed activities are not being financed twice from two different sources within the EU budget (particularly in cases where applicants are already participating in other EU programmes);
- Be submitted on-line before being printed, and sent in 2 copies as a paper application duly signed (one original dossier and one copy of all submitted documents). Please see section 4 for further details on the submission of the application;
- Be complete and include all the documents indicated in the annex II to these specifications. Applicants should note that the Evaluation Committee will not examine applications lacking one or more of these documents.

Please note that for the following documents, the official templates, which can be accessed via the SWIM electronic application form, must be used: declaration on honour; letter of mandate; financial identification form; legal entity form; letter of commitment; form concerning contracts for implementing the action (see annex II for further details).

### 3.8. Selection criteria

Only organisations (applicants and co-applicants) with the necessary financial and operational capacity may be considered for award.

#### 3.8.1.1. Financial capacity

The applicant and co-applicants must have access to solid and adequate funding to maintain the activities for the period of the action and to help finance it as necessary. **The verification of financial capacity does not apply to public bodies.**

#### 3.8.1.2. Proof of financial capacity

In order to demonstrate the financial capacity, the applicant and co-applicants for whom the financial verification applies are invited to provide:

- A declaration on their honour (see also chapter 3.4 – exclusion criteria)

- The most recent balance sheet which, by definition, must include assets and liabilities. The applicant should specify which currency is being used in the balance sheet.

### 3.9. Operational capacity

Operational capacity to complete the proposed action: the applicant and co-applicants must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant and co-applicants must have a strong track record of competence and experience in the field of social security and in particular in the type of action proposed. **The verification of operational capacity does not apply to public bodies.**

#### 3.9.1.1. Proof of operational capacity

In order to demonstrate the operational capacity, the applicant and co-applicants are invited to provide the following documentation:

- The CV of the project coordinator and the CV of at least 5 additional key resources that they intend to use in the project;
- A list of main previous projects and activities performed and connected to the actions to be carried out - this requirement does not apply to public bodies;
- A written declaration signed by the project manager certifying the professional competence of the team performing the tasks associated with the action for which funding is requested.

### 3.10. Award criteria<sup>10</sup>

Proposals which fulfil the eligibility and selection criteria indicated above will be assessed according to the following award criteria:

- The extent to which the project, action or initiative meets the objectives of this call for proposals (10 points);
- The extent to which the project, action or initiative has a genuine transnational dimension and the quality of consortia, i.e. the degree of involvement, commitment and/or joint participation at the application stage of co-applicants in the proposed project, action or initiative (20 points);
- The effectiveness and rationality of the proposed methodology and organisation of the action (including the timetable and monitoring) (20 points);
- The arrangements to publicise the action and quality of dissemination methods envisaged (25 points);
- The extent to which proposed actions can be continued in future (10 points);

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<sup>10</sup> Art. 132 FR, 203 RAP.

- The overall quality, clarity and completeness of the proposal and budget explanation and the cost-effectiveness of the action (15 points).

With consideration of the budget available for this call for proposals, the three proposals with highest evaluation scores will be selected for award. Proposals with a total score of **less than 60%** of the maximum score **will not be considered for award**.

## 4. Submission of proposals

### 4.1. Application form

The compulsory on-line grant application form is an electronic form which must be filled by using the Internet Web system "SWIM" at the following internet address:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

This system allows the introduction, edition, validation, printing and submission of the grant application form. Once the application is submitted electronically, a print out of an exemplar has to be signed by the legal representative of the organization submitting the proposal and be sent to the Commission as per point 4.2. After submission of the application electronically no changes are possible.

At the above quoted web site other requested forms, the financial guidelines for applicants and other useful documents can be found.

### 4.2. Submission formalities

The deadline for submission of proposals is

**20/06/2014**

Please send your covering letter of application, together with all the documents listed in the checklist (annex II to this document), as signed originals as well as one copy of all these documents (in total: 2 sets of documents), **by the deadline of 20/06/2014**, either:

- a) **by registered mail** (date of postmark serving as proof of timely shipment) to the following address

*Call for proposals VP/2014/005  
European Commission  
Employment, Social Affairs and Inclusion Directorate-General  
Unit EMPL-B.4  
J-54 02/057  
1049 Brussels  
Belgium*

or

- b) **by courier service** (date of deposit slip serving as proof of timely shipment) to the following address

*Call for proposals VP/2014/005  
European Commission  
Employment, Social Affairs and Inclusion Directorate-General  
Unit EMPL-B.4  
J-54 02/057  
Service central de reception du courrier  
Avenue du Bourget, 1-2  
1140 Brussels  
Belgium*

or

- c) **delivered by hand**, in person or by an authorised representative (date of acknowledgement of receipt by the Commission service serving as proof for timely submission) to the following address

*Call for proposals VP/2014/005  
European Commission  
Employment, Social Affairs and Inclusion Directorate-General  
Unit EMPL-B.4  
J-54 02/057  
Service central de reception du courrier  
Avenue du Bourget, 1-2  
1140 Brussels  
Belgium*

In case of hand-delivery, please keep a receipt as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and on Commission holidays. Please note that for security reasons, hand deliveries (including courier services) are not accepted in other Commission buildings.

#### **4.3. Presentation of applications**

Regarding the presentation of the application file, it is recommended to:

- follow the order of documents as listed in the checklist in Annex II;
- print the documents double-sided, where possible;
- use only 2-hole folders (please do not bind or glue).

If an applicant submits more than one proposal, each one must be submitted separately.

#### **4.4. Contacts**

Contacts between the awarding authority and potential applicants can only take place in certain circumstances and under the following conditions:

a) Before the submission deadline

At the request of the applicant, the Commission may provide information solely for the purpose of clarifying the nature of the call.

Any requests for additional information must be made in writing by e-mail only to the address given below. Requests for additional information should reach the Commission at the latest 5 days before the deadline for submission. After this date, the Commission does neither commit to provide a timely answer nor to publish the corresponding information.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.

Any additional information including that referred to above will be published on the Internet in accordance with the various call for proposal-documents.

b) After the submission deadline

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant provided the terms of the proposal are not modified as a result.

If the Authorising Officer finds that those proposals, which have been listed for award, need limited adaptations, the applicant(s) concerned will receive a formal letter setting out the requested modifications. Any such modification must stay within the limits of the request.

Contact address: EMPL-VP-2014-005@ec.europa.eu

#### **4.5. Accepted and rejected applications – indicative time-table**

Applications will be examined by an Evaluation Committee, which will meet, in principle, within 60 working days following the deadline for submission indicated in point 4.2. Only proposals which satisfy the eligibility and the selection criteria will be assessed against the award criteria. The Evaluation Committee will draw up a list of proposals recommended for funding.

##### **Rejected applications**

The European Commission will notify unsuccessful applicants in writing. Requests concerning the progress of dossiers will not be answered.

##### **Selected applications**

The successful applicant will receive two original copies of the Grant Agreement for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

##### **Indicative time-table**

- a) Applicants will be informed of the outcome of the award procedure no later than 31 July 2014
- b) Scheduled signature of the awarded grant agreements during August/September 2014
- c) Starting date of actions: between 1 September 2014 and 15 October 2014

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## **5. Annex I: Financial Guidelines for Applicants**

Annex I is available on the call website:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

## 6. Annex II: Checklist

The Evaluation Committee will not examine applications lacking one or more of the documents listed in the table below. The table also indicates where originals are required and where copies are acceptable.

We recommend applicants to use the table as a checklist in order to verify compliance with all requirements.

1	<b>Complete application file</b> - 2 copies of the application file are to be provided, the first set including originals where required (see below) - Documents to be printed double-sided where possible - Please do not bind or glue files		<input type="checkbox"/>
2	<b>Official cover letter of the application</b> - Quoting the reference of the call for proposals - Bearing the original signature of the lead applicant's legal representative	Original required	<input type="checkbox"/>
3	<b>Print-out of the duly completed and timely submitted on-line application form (SWIM)</b> - Dated and signed by the lead applicant's legal representative NOTE: the on-line form must be electronically submitted before printing. After electronic submission, changes to the application are prohibited.	Original required	<input type="checkbox"/>
4	<b>A declaration on honour from the lead applicant and each co-applicant</b> - Indicating the total amount of the requested grant (as indicated in the on-line application form - Using the required template - Written on the official letterhead paper of the (co-)applicant organisations and bearing the original signature of the entities' legal representative, (see chapter 3.4 of the present call text)	Originals required	<input type="checkbox"/>
5	<b>A letter of mandate from each co-applicant</b> - Following the template provided, be written on the official letterhead paper of the organisation and being signed by the legal representative - Mandates have to be submitted electronically (SWIM) as well	Originals required	<input type="checkbox"/>
6	<b>"Financial identification" form of the lead applicant</b> - Duly completed, signed by the legal representative of the account holder (see: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a> ) - Being either stamped and signed by the bank or accompanied by the required supporting documents (see form)	Copy accepted	<input type="checkbox"/>
7	<b>"Legal entity" form of the lead applicant and each co-applicant</b> - Duly completed and signed by the legal representative of the respective entity (see: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> ) - Including the required supporting documents as listed on the form NOTE: it is recommended not to include a paper copy of the supporting documents into the paper file but to attach the relevant copies in an electronic format in the SWIM on-line application form.	Copies accepted	<input type="checkbox"/>
8	A detailed <b>description of work for the proposed action</b> , duly signed by the legal representative of the lead applicant. - The document must be provided as an annex to the on-line application form and must also include a detailed work plan, time-table and the distribution of tasks between the applicant organisations. - The document shall be submitted in English, French or German.	Original required	<input type="checkbox"/>
9	<b>Letters of commitment</b> A signed letter of commitment of <u>each co-applicant entity</u> , explaining the nature of the entity's involvement (technical and financial). These letters of commitment shall be annexed to the on-line submission form and shall be submitted in English, French or German.	Originals required	<input type="checkbox"/>
10	<b>Certification of the professional competence of the team and CV's</b> <b>A written declaration</b> signed by the project manager certifying the professional competence of the team performing the tasks associated with the action for which funding is requested. This declaration shall be accompanied by the <b>Curriculum vitae of the project manager</b> indicating clearly the current employer with whom there exists either a permanent or temporary contract of employment. The declaration must include also the <b>curriculum vitae of the 5 key staff members</b> (see chapter 3.9) who will perform the tasks associated with the action for which funding is requested.	Copies accepted	<input type="checkbox"/>
11	<b>Balance sheets</b> The most recent balance sheets of the lead applicant and each co-applicant (not applicable for public bodies). The balance sheet, by definition, must include assets and liabilities. The entity shall specify the currency used.	Copies accepted	<input type="checkbox"/>

12	<b>External expertise</b> In the case of subcontracting for external expertise, the completed form "Contracts for implementing the action" <sup>11</sup> . Applicants wishing to recruit the services of external experts must provide the detailed information regarding the tasks involved, the reasons for subcontracting these tasks and the selection procedure that will be followed to award the contract <sup>12</sup> . The form should be submitted in English, French or German. Applicants should note that subcontracting external expertise is only admissible if staff of the applicant organisations and affiliated entities does not have the skills required. It is not permissible to subcontract the project management of the action.	Originals required	<input type="checkbox"/>
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<sup>11</sup> In this context, interpretation and translation tasks are not considered as external expertise. The general rules and principles regarding the conclusion of external contracts included in Annex I do nevertheless fully apply (e.g. the obligation for the beneficiary to "seek competitive tenders from potential contractors and award the contract in writing to the bid offering the best value for money").

<sup>12</sup> Where the value of the procurement contract exceeds EUR 60 000, the beneficiary, in addition, must provide a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex III to this call. Important additional information concerning subcontracting can be found in Annex I. The draft tender specifications should be submitted in English, French or German.