

# EaSI – Posting of Workers: enhancing administrative cooperation and access to information

## Call for proposals VP/2017/003

### Description of the action

***This template for the description of the action is deemed to provide information enabling the assessment of the proposals against the 'Award criteria' set out in the call text. No other document will be necessary for this purpose.***

*The **questions and annexes** hereunder aim to help applicant organisations to elaborate further the information provided in the SWIM application form, in accordance with the following criteria: relevance, quality of the methodology and of the activities proposed, impact of the proposal, visibility of the proposed activities and cost/efficiency of the operation.*

*All the questions are mandatory. Please insert your replies in the box below each question. If a question is not relevant, please write "Not applicable" and explain why. The annexes complement some of the questions. There is no size limit for the text, but the information should be clear and concise.*

*[Please complete]:*

**Application ref: VP/2017/003/...**

**Applicant organisation:**

**Co-applicant organisations and affiliated entities (if applicable):**

## I. Introduction and executive summary

1. Please give a **brief overview** (max ½ page) of your project proposal. The overview should list 1) the type of action; 2) its geographical scope; 3) the participant organisations and their roles/responsibilities; 4) the general and specific objectives; 5) expected results and 7) the expected costs of the action and the main expenditure items. The overview should also demonstrate the applicant's **understanding** of the overall objectives and purpose of the call.

## II. Relevance of the proposal

1. What are the **strategic and specific objectives** of the proposed action?

2. Indicate which **types of action** from the list given in the text of the call in section 2.3 are going to be carried out, and add a brief specification (e.g. information – development of a web platform)

3. Describe and motivate the **geographical scope of the action** and the choice of the countries in the light of the objectives of the call.

4. Describe the **nature of the consortium**, and justify the choice of the stakeholders with respect to a) the contribution of each co-applicant in carrying out the action in terms of expertise and results expected; b) the geographical scope of the planned activities; c) the overall objectives of the project.

5. Describe the **target groups** (if any, e.g. social partners, SME's, administrations etc.) of the chosen activities and the logic behind the choice.

6. Please provide any additional information highlighting the **relevance** of the proposal, if not covered by the questions above.

### III. Quality of the methodology and of the activities proposed

1. Please describe the **deliverables and results** of the planned activities as well as the instruments which you plan to use for attaining these results.

2. Please give an overall description of the main **tasks, responsibilities, resources and management tools** of the applicant organisation and each of the co-applicants to implement the action.

3. Please describe the **core project team** proposed for implementation of the activities and identify the main tasks of each member of the team.

4. Within the consortium, describe how the activities of the work of the different co-applicants and affiliated entities (if any) will be coordinated and followed-up. How does the proposal ensure the **consistency of the activities of the consortium**, bearing in mind in particular the way the different co-applicants and affiliated entities (if any) will cooperate and complement each other?

5. Describe to what extent the proposal is **innovative** in terms of methodology, involvement of different type of stakeholders, use of resources, services delivered or any other aspect that you consider innovative in the proposal. If you are aware of any similar project carried out in the past by other organisations, describe the differences with your proposal.

6. Which project **activities will be outsourced** and why? Please justify.

7. What are the **risks** that might be encountered during the implementation of the project and what are the corresponding **corrective or mitigating measures**?

8. Please describe the necessary resources and tools used by the lead applicant and co-applicants to ensure adequate **monitoring and evaluation** of the project activities.

9. Please provide any additional information on measures to ensure the **quality** of the action, if not covered by the questions above.

*Please break down the project activities into **work packages** and follow the structure given in the attached template (see Annex 1).*

*Please also indicate the **timetable** for all proposed activities. You may follow the structure given in the attached template (see Annex 2).*

#### IV. Impact of the proposal

1. Explain the **added value of the proposal** in the wider context of the implementation of the Posting of Workers Directive and/or the Enforcement Directive. Motivate how the proposal will innovatively contribute to a better understanding of challenges and/or better implementation in the field of posting of workers in the EU with respect to existing programmes, facilities, tools or studies.

2. Describe how the proposal is likely to have a **tangible impact** on the target groups or target countries mentioned in section II above by giving concrete examples. Also emphasise if and what kind of output will remain available beyond the end of the project.

3. Please describe briefly if and how the project can create **synergies with other projects** carried out in the past in the field of posting of workers and/or labour mobility financed by EU or national means.

4. Please provide any additional information emphasizing the **impact** of the proposal, if not covered by the questions above.

## V. Visibility of the action

1. Describe the **communication strategy and communication channels** to be used for the action and how they are adapted to the different target groups. Please provide an overview on the planned communication activities.

2. Describe the **methodology for disseminating the results** of the action.

3. Please provide any additional information on the **visibility** of the action and **the dissemination** of results, if not covered by the questions above.

## VI. Cost/efficiency of the operation

*The SWIM application form contains the budget breakdown for the action by heading and by partner. This section is deemed to provide additional information on the way the costs are calculated and the proportionality of the resources used in comparison with the outputs and results expected.*

1. To what extent is the proposed budget **proportional** to the project outputs and expected results and is the overall budget breakdown consistent with the proposed action?

2. Describe and explain the breakdown of costs according to the participation of each partner to the action.

3. Describe and explain the proportion between staff costs and other costs of the action in your proposal

4. Please indicate other reasons in support of the **cost/efficiency** of the action, if not covered by the questions above.

## TEMPLATE FOR THE DETAILED DESCRIPTION OF ACTIVITIES

The table hereunder aims to complement the information provided in section II above with a breakdown of the main project activities. Please copy the template as many times as necessary with a view to cover all the planned project activities.

### Work-package 1

<b>WORK PACKAGE No.:</b>		
<b>Title:</b> <i>e.g. project management</i>		
<b>Start month:</b> <i>e.g. M1</i>		<b>End month :</b> <i>e.g. M24</i>
<b>Co-applicant organization(s) involved (if applicable):</b>		<b>Estimated resources in man-days</b>
	<b>Man-days</b>	<i>e.g. 20 days</i>
	<b>Man-days:</b>	
	-	
	-	
<b>Objectives and approach</b> <i>Please describe objectives and approach taken</i>		
<b>Proposed activities</b> <i>Please describe here the activities to be carried out under this work-package.</i>		
<b>Results</b> <i>List here results of work package and how these will be assessed</i>		
<b>Other information</b>		

**TIMETABLE FOR ACTIVITIES**

Work packages	Months																								
	2018												2018												
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
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