



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Employment and Social Governance
Social dialogue

BUDGET HEADING 04 03 01 05

Information and training measures for workers' organisations

CALL FOR PROPOSALS

VP/2020/002

Information and training measures for workers' organisations

Any questions should be sent by email to: empl-vp-info-training@ec.europa.eu

To ensure a rapid response to requests for information, applicants are invited to send their queries in English, where possible.

This text is available in English.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants and the model Grant Agreement(s) published with this call as well as the financial rules applicable to the general budget of the Union:

http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Legal base

The legal basis of this call for proposal is the Commission Decision C(2019)6522 of 16 September 2019 concerning the adoption of the 2020 annual work programme for grants and procurements for DG EMPL prerogatives and specific competencies, serving as financing decision.

1.2. Policy and economic background

Budget heading 04 03 01 05 is intended to cover grants for information and training measures for workers' organisations¹ in accordance with Article 154 of the Treaty on the Functioning of the European Union (TFEU).

The measures should help workers' organisations to contribute to addressing the overarching EU employment and social policy challenges as laid down in particular in:

- the Political Guidelines presented by Ursula von der Leyen in “A Union that strives for more – My agenda for Europe” and the Commission Work Programme;
- Commission communication “A strong Social Europe for just transitions”;
- the Commission Communication *Establishing a European Pillar of Social Rights* (COM(2017)0250) as well as the related joint proclamation of European Parliament, Council and Commission of November 2017 on the European Pillar of Social Rights;
- the Annual Sustainable Growth Strategy, the Joint Employment Report and the recommendations addressed to the Member States in the context of the European Semester.

The budget heading can be used to finance actions involving representatives of workers' organisations from the Candidate Countries².

¹ See section 2.1. for the definitions of “social partner organisations” and “European-level social partner organisations” in the context of this call

² Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call: http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm.

2. OBJECTIVES – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

2.1. Objectives – Priorities – Definitions

This call aims at strengthening the capacity of workers' organisations to address, at EU/transnational level, **challenges related to changes in employment and work and social dialogue** such as:

- modernisation of the labour market, job creation and job matching, employment in SMEs;
- new forms of work;
- quality of work, anticipation, preparation and management of change and restructuring;
- digitalisation of the economy and society – including artificial intelligence;
- the greening of the economy, sustainability, transition to a climate-neutral economy;
- flexicurity, skills;
- intra-EU labour mobility, migration, youth employment, health and safety at work, modernisation of social protection systems;
- reconciliation of work and family life, gender equality, action in the field of anti-discrimination, active ageing, healthier and longer working lives, active inclusion and decent work.

Actions are also expected to contribute to the **priorities and activities of European social dialogue**, including those laid down in the **work programmes of the EU cross-industry and sectoral social dialogue committees**, as well as those that form part of the June 2016 Statement of the Presidency of the Council, the European Commission and the European social partners on "**a new start for social dialogue**"³. In that context, particular emphasis is put on strengthening **collective bargaining** and the **involvement of social partners in the European Semester** and enhancing their **contribution to EU policy making**.

Measures which contribute to addressing the employment, social and economic challenges as identified in the **European Pillar of Social Rights** will also be particularly welcome.

Definitions used in the context of this call:

a) "social partner organisation" is either an organisation representing workers – often also referred to as "trade union" – or an organisation representing employers. They engage in some form of "social dialogue", discussing and often negotiating such issues as wages, working conditions, training, etc.

³ <http://ec.europa.eu/social/BlobServlet?docId=15738&langId=en>.

b) European-level social partner organisations (or “European-level social partners”): either organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list can be found [here](#)) or other European social partner organisations fulfilling the definition of social partner organisations representing workers (also referred to as trade union) or employers at regional, national or European level that are engaged in "social dialogue" i.e. the discussion and negotiation of wages, working conditions, training, etc. that are not included in this list, but which: (1) demonstrate that they represent several national social partners (fulfilling as well the definition above); (2) have a mandate of these organisations to engage in social dialogue at European level on their behalf; and (3) are involved in the preparation and functioning of European social dialogue at sector level.

General remark

Activities funded under this call for proposal should pay adequate attention to gender equality and avoid discrimination. Access for people with disabilities should be guaranteed.

2.2. Type of activities to be funded

The types of activities which may be funded under this call for proposals include: conferences, seminars, round tables, studies, surveys, publications, training courses, development of training tools, the setting up of networks and the development and exchange of best practices.

2.3. Expected results

Improved expertise for workers' representatives for participation in European social dialogue, better understanding of issues discussed in European social dialogue, sharing of ideas/experience on European social dialogue as well as improving the capacity of workers' organisations.

2.4. Other elements to be taken into account

When drafting the proposal, applicants are invited to pay particular attention to the following elements:

- The proposal should provide a clear explanation of the rationale and **problem definition/analysis** underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact;
- In case of follow-up action submitted by the same applicant on similar or related topics, the **added value of the new project** proposal as compared to ongoing and previous actions⁴ should be clearly explained;
- The **choice of organisations involved and countries** covered should be **duly explained** and justified as regards their relevance towards the specific objectives of the action.

The Commission welcomes in particular projects that provide for a **full project cycle**, including preparatory, implementation and dissemination, follow-up and reporting activities.

⁴ Including projects funded under other budget headings.

Taking account of beneficiaries' interest, the Commission may organise a **networking day** in Brussels for beneficiaries under this call (date to be defined). Applicants are encouraged to ensure that the travel, daily subsistence allowances and accommodation costs for up to 2 persons – the Project Manager and possibly the Financial Manager – to attend this meeting are included in their proposed project budget. If the applicant fails to do this, the Commission will not be able to fund the beneficiary's participation in the networking day.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	February
b)	Deadline for questions and requests for clarification	26 April 2020
c)	Deadline for submitting proposals	06 May 2020 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	July 2020
e)	Information to applicants (indicative)	September 2020 ⁵
f)	Signature of the Grant Agreement (indicative)	October 2020 ⁶
g)	Starting date of the action (indicative)	01 January 2021

3.1. Starting date and duration of the projects

The actual starting date of the actions will be the first day of the month following the date when the last of the two parties signs the Grant Agreement or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work plan instead of indicating the precise name of the month or the date.

No expenditure can be incurred before the date of submission of the application. Any expenditure incurred before the signature of the grant agreement will be at the applicant's risk.

An action 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 grand agreement is signed.

The project's duration should indicatively be between 12 and 24 months.

⁵ And in any case no later than 6 months after the submission deadline.

⁶ And in any case no later than 3 months after the date of information to applicants.

4. AVAILABLE BUDGET

The total budget earmarked for the EU co-financing of projects under this call is estimated at **EUR 5.528.435**.

The EU grant requested should indicatively be between EUR 150 000 and EUR 500 000.

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

The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available. This top-up is limited to 20% of the initial budget of the call.

4.1. Co-financing rate

Under this call for proposals, the EU grant may not exceed 90 % of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget⁷.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c).
- Applications (meaning the application form, including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, **and** by sending a signed, printed version of the complete application form and the other afore-mentioned documents by post or courier service (one original dossier and one copy; see section 16).

Failure to comply with the above requirements may lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (see section 16, checklist point 3).

⁷Letters of commitment are required from co-applicants, affiliated entity and third party providing financial contributions to the eligible costs of the action (see section 16, checklist, point 5).

6. ELIGIBILITY CRITERIA

Please be aware that eligibility criteria must be complied with for the entire duration of the grant.

For British applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁸ on 1 February 2020 and in particular Articles 127(6)⁹, 137¹⁰ and 138¹¹, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.¹²

6.1. Eligibility of the applicants (lead and co-applicants) and affiliated entities¹³

a) Place of establishment

Legal entities properly established and registered in the following countries are eligible as **single applicants or lead applicants**:

- EU Member States;

Legal entities properly established and registered in the following countries are eligible as **co-applicants, affiliated entities or associate organisations**¹⁴:

- EU Member States;
- Candidate Countries: Albania, North Macedonia, Montenegro, Serbia and Turkey¹⁵.

b) Types of entities:

- Single applicants, lead applicants, co-applicants and affiliated entities must be legal entities. In application of Article 197.2.c) of the Financial Regulation, social partner

8 Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

9 Art 127 (6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (extract)

10 Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (extract)

11 Art. 138 Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (extract)

12 On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020)

13 See section 2 of the Financial Guidelines for definitions.

14 In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries are also eligible as co-applicant, associate organisation or affiliated entities.

15 Other candidate and potential candidate countries could also participate in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes. However, this is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-info-training@ec.europa.eu) their eligibility.

organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met¹⁶;

c) Types of entities for single applicant or consortia¹⁷

c1) Single applicants

The **single applicant** must be a **social partner** organisation representing **workers** at **European level**.

Affiliated entities and associate organisations may be part of the single-applicant proposal.

Affiliated entities and associate organisations must fall within one of the following categories: social partners, non-profit-making organisations, universities and research institutes, public authorities, international organisations.

c2) Consortia¹⁸

Actions may involve consortia. To be eligible as consortium, actions must include a lead applicant and at least one co-applicant.

The following eligibility criteria must be complied with:

-The **lead applicant** must be a **social partner organisation representing workers at European, national or regional level**.

If the lead applicant is not a social partner organisation at EU level, the consortium must foresee the participation of at least (1) one organisation from a different eligible country to that of the lead applicant **and** (2) a European-level social partner organisation.¹⁹

In order to be eligible, at least one of the organisations mentioned in the above paragraph must participate as co-applicant, while the other(s) can participate as co-applicant,

¹⁶ For social partner organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see section 16, checklist point 8).

¹⁷ See section 2.1. for the definitions of "social partner organisations and "European-level social partner organisations" in the context of this call

¹⁸ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf, must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant and affiliated entity, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see section 16, checklist points 5 and 6). Letters of commitment are also required from any associate organisations (entity participating on a no-cost basis and receiving no financial contribution)

¹⁹ These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European social partner organisations fulfilling the definition of social partner " organisations representing workers (also referred to as trade union) or employers at regional, national or European level that are engaged in "social dialogue" i.e. the discussion and negotiation of wages, working conditions, training, etc." that are not included in this list, but which (1) demonstrate that they represent several national social partners (fulfilling the definition above), (2) have a mandate of these organisations to engage in social dialogue at European level on their behalf and (3) are involved in the preparation and launch/functioning of European social dialogue at sector level.

affiliated entity of the lead applicant or co-applicant(s) (see point d below) or associate organisation(s) (see point e below).

Affiliated entities and associate organisations are eligible for consortia.

Co-applicants, affiliated entities and associate organisations must fall within one of the following categories: social partners, non-profit-making organisations, universities and research institutes, public authorities, international organisations.

d) Affiliated entities

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation and which satisfy the eligibility criteria, may take part in the action as affiliated entities, and may declare eligible costs.

For that purpose, applicants shall identify such affiliated entities in the application form.

e) Associate organisations

Associate organisations are allowed to participate provided their role and added value is clearly defined in the technical proposal. An associate organisation can participate in the action but may not declare eligible costs.

Conditions of rejections

If a single applicant is considered not to be eligible, the application will be rejected.

For consortia, if the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium. The related activities and costs of the removed will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without them. If the application is accepted for funding, the work plan and budget will have to be adapted as appropriate.

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in the Member States of the European Union or the Candidate Countries. This applies equally to International Organisations. However, in duly justified circumstances, project management costs incurred in the headquarters of International Organisations established outside the EU Member States or the candidate countries could be considered eligible.

b) Types of activities

The grant will finance inter alia the activities indicated in section 2.2.

c) Core activities

The project management of the action and the role of coordinator (in the case of a multi-beneficiary Grant Agreement) as laid down in Article II.2.3 of the Grant Agreement, are considered to be core activities and may not be subcontracted²⁰.

6.3. Ineligible activities

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call.

National capacity-building activities which could be funded under the European Social Fund (Regulation (EU) No 1304/2013 on the European Social Fund, Article 6.2) are not eligible.

7. EXCLUSION CRITERIA

Applicant(s) (single applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name (and on behalf of their respective affiliated entities, should they be part of the application), certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at

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

7.1. Exclusion

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;

²⁰ See section 4.2.2.3 of the Financial Guidelines for detailed information on procedures regarding subcontracting and implementing contracts.

- (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] [Agency] 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:
- (i) 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;
 - (ii) 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;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) 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;
 - (v) 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;
 - (vi) 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:
 - (i) 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;
 - (ii) 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;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) 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
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above 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.

7.3. Rejection from the call for proposals

The Commission 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 this information; or
- c. was previously involved in the preparation of calls documents used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities of the applicant. These affiliated entities must therefore, be specified in the above-mentioned declaration(s).

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

The single applicant or lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

Single applicants, lead applicants and co-applicants must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies and to international organisations.

The single applicant's or lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Declaration on honour, including financial capacity to carry out the action (see section 16, checklist point 4);
- Annual balance sheet and profit and loss accounts for the last financial year available (see section 16, checklist point 14);
- Summary balance sheet and profit and loss accounts using the template provided in SWIM (see section 16) and signed by the legal representative (see section 16, checklist point 15).
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form;
- For grants of EUR 750 000 or more per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national 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 authorized representative certifying the validity of its accounts for the last financial year available. (see section 16, checklist point 16).

The financial capacity will be evaluated on the basis of the following two ratios:

- A **first ratio** between the total **assets** in the applicants' balance sheet and the total **cost** of the action of the project (single applicants) or the **part of the project budget** for

which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

- **Formula in the case of single applicant:** own assets/total cost of the action > 0.70
- **Formula for each applicant in the case of consortia:** applicant's own assets/part of the budget of the action corresponding to that applicant > 0.70

- A **second ratio** between the **1st prefinancing and the annual total revenue**. For each (co)-applicant the share of the 1st prefinancing is equal to his share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0,70

- **Formula in the case of single applicant and each applicant in case of consortia:** 1st prefinancing corresponding to that applicant/annual total revenue per applicant < 0.70

If the single applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have the required financial capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant²¹. In addition, the costs that were allocated to the removed co-applicant will be removed from the project and its budget. If the application is selected, the work plan may have to be slightly adjusted.

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

If, in case of removal of a co-applicant with weak capacity, the application would happen not to comply with the eligibility criteria any longer, then the Commission **may** take various proportional **mitigating measures** depending on the level of weaknesses identified, which may be to:

1. propose a Grant Agreement without pre-financing;
2. propose a Grant Agreement with a pre-financing paid in several instalments;
3. propose a Grant Agreement with 1st or total pre-financing payment(s) covered by (a) financial guarantee(s);
4. propose a Grant Agreement with joint financial liability of 2 or more applicants.
5. propose a Grant Agreement with a mix of the previous measures 2, 3 and 4

²¹ This includes a re-evaluation of the eligibility of the modified consortium.

In the case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1st or total pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in Euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the Grant Agreement.

8.2. Operational capacity

Single applicants, lead applicants and each co-applicant must have the professional competencies and operational resources (technical, management) as well as appropriate qualifications necessary to complete the proposed action.

In particular, the project manager must have:

- A minimum of 2 years of professional experience in the field of social dialogue and/or industrial relations;
- At least B2 level in English, French or German²².

The operational capacity of the single applicant or lead and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting elements:

- the information provided in section F.1 of the SWIM application form on the operational structure of the single applicant or lead applicant and co-applicant(s) and on previous and current actions undertaken by them;
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing their professional experience (see section 16, checklist point 12) and language level²³; the CV should include a specific section on experience in social dialogue and industrial relations, showing clearly that the requirement of minimum two years of experience is met
- Declaration on honour signed by the legal representative, including operational capacity to carry out the action (see section 16, checklist point 4).

If the single applicant or lead applicant for consortia is considered not to have the required operational capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated

²² [Common European Framework of Reference for Languages - Self-assessment grid](#)

²³ [Common European Framework of Reference for Languages - Self-assessment grid](#)

without this co-applicant²⁴. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is selected, the work plan may have to be slightly adjusted.

9. AWARD CRITERIA

The proposals which fulfil the eligibility, exclusion and operational capacity criteria will be assessed according to the following award criteria.

AWARD CRITERIA:

- i. **The extent to which the action meets the objectives and priorities of the call for proposals and contributes to European social dialogue²⁵** (maximum possible score: 10)
- ii. **The transnational dimension of the action, including the genuine involvement of a European-level social partner organisation in case of proposals not submitted by a European level organisation²⁶** (maximum possible score: 10)
- iii. **a) The quality of the consortium (co-applicants) and/or broader partnership (affiliated entities and associate organisations), including the degree of involvement and commitment of the partners in the action and the appropriateness of the internal working arrangements;**
b) In case of single applicant with no affiliated entity or associate organisation, the appropriateness of implementing this action alone will be assessed including the internal working arrangements of the team²⁷
(maximum possible score: 10)
- iv. **The cost-effectiveness of the action and the clarity and completeness of the budget explanation²⁸** (maximum possible score: 10)
- v. **The quality of the arrangements to publicise the action and disseminate the results, and to ensure the action's impact and/or multiplier effect²⁹** (maximum possible score: 10)
- vi. **The overall quality and structure of the work plan** (maximum possible score: 10)

²⁴ This includes a re-evaluation of the eligibility of the modified consortium.

²⁵ The Commission reserves the right when assessing proposals to take into account the added value of the proposed action compared to previous or ongoing projects undertaken by the applicant(s) as well as to any other work in the area at hand of which the applicant(s) can reasonably be expected to be aware (see also section 2.3 of the call).

²⁶ Letters of commitment must be submitted from each co-applicant and affiliated entity, demonstrating that they are willing to participate in the project with a brief description of their role and indicating any financial contribution as applicable. Associate organisations must submit a letter of commitment showing their willingness to participate in the project with a brief description of their role. See section 16, checklist point 5.

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 60% of the maximum total mark;**
- **the score for criterion i. and the score for criterion ii. is at least 50% of the maximum mark for these criteria, i.e. 5 points.**

10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in Euros and detailing the conditions and level of funding, will be sent to the beneficiary, or to the coordinator in the case of multi-beneficiary Grant Agreements.

The 2 copies of the original agreement shall be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant [call](#)³⁰. There is no alternative to this model in the context of this call. In specific cases, international agreements conditions may apply.

Please note that the award of a grant does not establish an entitlement for subsequent years.

²⁷ Please note that the Commission does not consider it appropriate to include independent consultants, conference organisers, etc., as project partners. Please read chapter 4.2.2.3 Costs of services of Annex I carefully.

²⁸ The cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or delete non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals

²⁹ The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral and thematic.

³⁰ <https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=550&furtherCalls=yes>

11. PUBLICITY/SOURCES OF FUNDING

By the beneficiaries

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used (information or promotional materials, and during conferences or seminars, etc.). The following wording must be used:

"This (publication, conference, ...) has received financial support from the European Union."

The European emblem must appear on every publication or other material produced. Please see: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

"The information contained in this publication does not necessarily reflect the official position of the European Commission"

In addition to these minimum requirements, references specified in the text of the call for proposals must also be specified.

If these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission³¹

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.

³¹ Articles 38 & 189 FR

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU³²:

- name of the beneficiary
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³³ if he/she is domiciled within the EU or equivalent if domiciled outside the EU
- subject of the grant,
- amount awarded

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

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.

12. DATA PROTECTION

12.1. Before the grant agreement's signature

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 (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to 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 the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at : https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

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) 2018/104634. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

³² Article 189 2. FR

³³ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

³⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

12.2. Once the grant agreement is signed

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679³⁵

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725³⁶

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7 of the General Conditions of the model grant agreements.

13. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call [webpage](#).

a) Where the implementation of the action requires the award of procurement contracts (implementation contracts intended to cover the purchase of services and/or goods, equipment etc. **necessary for the implementation of the action**), 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 interests.

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

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU³⁷ or contracting entities within the meaning of Directive 2014/25/EU³⁸ must comply with the applicable national public procurement rules.

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

³⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

³⁶ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

³⁷ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

³⁸ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- 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 subcontractors.

Where the value of a procurement contract (implementation contract or subcontracting) exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- if selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least three different tenderers, including proof that they have publicised their intention on their website and provided a detailed description of the selection procedure.
- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex II to this call. The draft tender specifications should be submitted in English, French or German.

b) **Daily subsistence allowances and travel expenses**

Only **daily subsistence allowances and travel expenses** related to participants and speakers travelling between and within EU Member States and/or Candidate countries will be accepted as eligible costs.

This provision does not apply to staff of international organisations, such as UN agencies, who are invited by the beneficiary to participate in a project event as a speaker/expert, including where the international organisation participates as a co-beneficiary in the project.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants" (Annex I to this call). Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf.

Once the application form is filled in, applicants must submit it **both electronically and in hard copy**, before the deadline set in section 3.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline**.

The hard copy of the proposal must be duly signed and sent in **2 copies** (one marked "original" and one marked "copy"), including all documents listed in the checklist in section 16, **by the deadline set in section 3** either by **registered post, express courier** or hand delivery.

Address for registered post or express courier service:

European Commission
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2020/002
DG EMPL/CAD, J-27 – 00/120
B-1049 Brussels
Belgium

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence : postmark
- b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission **by 4 p.m.** of the date indicated in section 3 at the following address:

**European Commission
Central Mail Service³⁹
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2020/002– DG EMPL/A.2
Avenue du Bourget 1
B-1140 Evere
Belgium**

At that time the European Commission's Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence of delivery.

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

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 13).

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

15. COMMUNICATION

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

Before the final date for submission of proposals

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

Any requests for additional information must be made by e-mail only to the coordinates stated below.

All enquiries must be made by e-mail only to:

empl-vp-info-training@ec.europa.eu

For technical problems please contact: empl-swim-support@ec.europa.eu

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3.

³⁹ http://ec.europa.eu/contact/mailling_en.htm

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants or affiliated entities, an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the [webpage](#)⁴⁰ under the relevant call.

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

The Commission may, on its own initiative, inform of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

It is therefore advisable to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

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

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to empl-vp-info-training@ec.europa.eu.

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

16. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

16.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 16.2).

⁴⁰ <https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=550&furtherCalls=yes>

The description of the action and work plan must be written using a free format document. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM and a separate budget explanation must also be provided (see section 16 checklist, point 11).

In the description of the action, the role of all applicant(s), affiliated entities and associate organisations must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core activities as defined in section 6.2(c) of the call cannot be subcontracted.

The **detailed work plan** (see checklist point 10) should **not repeat information that is already provided in the SWIM application form**⁴¹.

- It should provide a detailed and structured overview of the different project activities, the foreseen timing (indicating numbers of months, *not* names of months) and the role and responsibility of each partner organisation (*not* individual staff members) in the implementation of these activities, as well as, to the extent possible, draft agendas of the main project events;
- Where appropriate, risk factors as regards implementation and/or impact of the activities should be identified and mitigating measures defined;
- It can develop further the rationale and problem analysis underpinning the action;
- If any subcontracting of tasks is foreseen, the detailed work plan must provide detailed information on the tasks to be subcontracted and the reasons for doing so;
- All other information on the action should in principle be given in the SWIM application form. The detailed work plan is therefore expected not to be much longer than 5 pages, with an absolute maximum of 10 pages.

16.2. Required documents

The table in annex includes the documents that should be provided, including the documents mentioned in 16.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). It also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

⁴¹ The corresponding section in the SWIM form can therefore be kept rather succinct.

Copies of the signed originals will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal may be rejected for lack of administrative compliance.**

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

- follow the order of documents as listed in the checklist;
- print the documents double-sided;
- use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities and international organisations. All the listed documents must be provided in SWIM.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2020/001/1234) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and sent by hard copies as foreseen in Section 14. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary)	Executive summary in EN, FR or DE (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative [and include the application's reference number generated by SWIM (VP/2020/0XX/XXXX)]. This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.</i>	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement (for associate organisations) The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	✓	✓	<input type="checkbox"/>
6	Letter of mandate	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal/capital link with lead or co-applicant	Affiliated entities are required to provide proof of the legal and/or capital link with the single applicant, lead applicant or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	Description of the action and work plan	This is a separate free-format document which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of	✓	--	--	--	--	<input type="checkbox"/>

		the detailed work programme. Applicants are encouraged to submit the document in English, French or German. See Section V.						
11	Budget Explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.	✓	--	--	--	--	☐
12	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	☐
13	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section D.3) – free format	✓	✓	--	--	--	☐
14	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used. (not applicable for grants below 60,000.00 EUR)	✓	✓	--	--	--	☐
15	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative (not applicable for grants below 60,000.00 EUR)	✓	✓	--	---	✓	☐
16	Audit report	For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national 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 authorized representative certifying the validity of its accounts for the last financial year available. In case of consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English, French or German. See Section V.	✓	✓	--	--	--	☐
17	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex II of this call.	✓					

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

ANNEX I

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the call webpage:

[HTTPS://EC.EUROPA.EU/SOCIAL/MAIN.JSP?CATID=629&LANGID=EN&CALLID=550&FURTHERCALLS=YES](https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=550&furtherCalls=yes)

Annex to be inserted only if option 2 has been selected under Section 13 Financial Provisions Procurement, and the corresponding document has been included in the checklist

[ANNEX II: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications –

1. Background
2. Purpose of the Contract
3. Tasks to be performed by the Contractor
 - 3.1. Description of tasks
 - 3.2. Guidance and indications on tasks execution and methodology
4. Expertise required
5. Time schedule and reporting
6. Payments and standard contract
7. Price
8. Selection criteria related to the financial and technical capacity of the bidders
9. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

.....
.....
.....

It should be noted that the contract will not be awarded to a tenderer who receives less than [70%] on the Award Criteria.

10. Content and presentation of the bids
 - 10.1. Content of the bids
 - 10.2. Presentation of the bids]