



Call for proposals VP/2020/002

Information and training measures for workers' organisations

Questions and answers

Last updated on 29 May 2020

Q1. The eligibility criteria state that the UK is eligible to participate given the recent withdrawal agreement. Can you confirm that this eligibility will continue for the duration of the project and that UK partners will be able to receive full funding throughout the project period (despite it passing the end of 2020 and the probable transition period)?

This call for proposal and the resulting grant agreements is/will be covered by the current Multi-Annual Financial Framework (MFF 2014-2020). We have received confirmation that the expenses incurred for UK beneficiaries (and participants) for projects under MFF 2014-2020 remain eligible for the duration of the respective actions (thus also after 31/12/2020). Of course, these expenses have to be compliant with applicable rules on eligibility, as mentioned in the call.

Q2. Is it allowed to give certain tasks (project manager, secretary, accountant) to an affiliated entity? Shall those staff costs of an affiliated entity be considered as staff costs or external expertise?

It is allowed to have certain tasks done by an affiliated entity's staff, provided that these staff members are working under an employment contract or an equivalent appointing act. For a complete explanation of the relevant employment conditions, see point 4.2.2.1 of the Financial Guidelines.

These staff costs should be mentioned under Heading 1 (Staff costs) of the budget; they cannot be considered as external expertise.

Q3. What are the rules for eligibility of costs of natural persons who do not work under an employment contract. If a staff member is self-employed and is working on full time basis for our organisation, do we have to mention the related expenses under "staff costs" or "services" in the project budget ?

The conditions for the eligibility of costs of natural persons who do not work under an employment contract are explained in point 4.2.2.1, § 3 of the "Financial guidelines". If those conditions are met, the related expenses should be included under "staff costs". If, however, the costs do not fall under those conditions, you should evaluate whether they are to be considered as expenses for an external expert, and be included under "services".

Q4. Are there any special options under the Covid-19 confinement for presenting the proposals electronically?

Apart from electronic submission in the SWIM system, applicants must send their application in hard copy (2 copies), taking into account the requirements listed in point 14 (Procedure for the submission of proposals) of the call text. If, however, the authorising officer would decide later to accept copies by e-mail instead of hard copies, this will be published in a corrigendum on the call webpage (<https://ec.europa.eu/social/main.jsp?catId=629&callId=581&furtherCalls=yes>).

At present, we only recommend not to submit your hard copies by hand delivery to the central mail service as long as the Coronavirus crisis lasts.

Q5. Taking into account the current Covid-19 situation, will you extend the deadline for submission of proposals?

This possibility is under discussion. If the authorising officer takes a decision to extend the deadline, this will be published on the call webpage.

Update: a corrigendum with an extended submission deadline and amended timeline has been published on 21 April 2020.

Q6. Will the objectives of the call for proposals be updated, in order to take into account the impact of the current Covid-19 crisis?

It is not allowed to modify the objectives of a call for proposals once it is published. However, without prejudice to the assessment by the evaluation committee, we think that new challenges such as those related to the Corona crisis can be included.

Q7. The eligibility criteria for a single applicant or for the lead applicant under a consortium only refer to workers organisations being eligible. However, footnote n°19 points at the list of consulted organisations under Article 154 TFEU. (<http://ec.europa.eu/social/main.jsp?catId=329&langId=en>) and includes employers organisations. Hence, are employers organisations eligible as lead applicants or partners for this call?

Indeed, only workers organisations are eligible as single applicant or lead applicant in a consortium under this call. However, footnote 19 does not refer to the eligibility criteria for single or lead applicants. The list of organisations referred to in footnote 19 includes all European social partner organisations (including employers organisations) that are consulted in line with Article 154 TFEU; it mentions the names of European-level social partner organisations that may be involved as members of the consortium.

Q8. If a national workers' organisation is the lead applicant, must a social partner organisation at European level be part of the consortia or is it sufficient to include a national social partner organisation?

As mentioned in point 6.1.c.2 of the call text, if a national social partner organisation representing workers is the lead applicant, then a social partner organisation at European level needs to be included in the consortium. In addition to that at least one organisation from a different eligible country to that of the lead applicant needs to be part of the consortium. One of these organisations must be a co-applicant. That means that the consortium needs to have at least three members in such a case.

Q9. Is it possible to accept a single applicant or consortium that does not entirely meet the eligibility criteria, provided it presents a quality project that fully meets the objectives of the call?

The eligibility criteria are evaluated strictly, and in a separate phase of the evaluation. Projects that are presented by a non-eligible single applicant or consortium will not be evaluated against the award criteria. Please make sure that you fully meet the eligibility criteria.

Q10. Is there a maximum number of projects each applicant is entitled to submit?

There is no restriction on the number of proposals submitted.

Q11. Can you please specify the procedure for the submission of proposals, including the respect for the deadline?

Regardless of whether the proposal is submitted by a single applicant or consortium, the Commission should receive the proposal in one single file. The preparation of the submission of the proposal and the exchange of documents between the participating entities is their internal matter.

Section 14 of the Call for proposals states that "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." The requirement is to send the proposal within the deadline. In case of doubt regarding the date of submission the European Commission may request evidence of posting or express courier deposit slip. As concerns hand-delivered proposals, they must be received by the European Commission by 4 p.m. of the date of deadline set in section 3.

Q12. Is there a platform or database that offers the possibility to establish contacts with an applicant, in order to become part of its consortium?

There is no platform or database offering this option for this call for proposals. The members of the consortium are contacted at the initiative of the lead applicant, based on their relevance for the project and the objectives of the call for proposals.

Q13. Which entities are required to submit a declaration of honour and on which behalf?

The declaration of honour must be provided by each lead applicant and co-applicant, in each case on their own behalf (the co-applicant does not provide the declaration of honour on behalf of the lead applicant). The declaration must also cover any affiliated entity.

Q14. In SWIM, section F requires information (administrative structure, staff, turnover, etc.) on each applicant organisation – what is the scope of this requirement?

Information on operational capacity is required from single applicants, lead applicants and each co-applicants. Affiliated entities and associated organisations do not have to provide such information. However, the aim is to provide information on all the entities involved in the intended implementation of the project, more in particular on their administrative capacity as project partners. If the number and quality of affiliates is important to demonstrate the operational capacity of a (co-) applicant, it may be good to include this information. If an exhaustive list of all your members would become too long, a summary can be given, enabling the evaluation committee to evaluate the above.

Q15. Which entities are required the annual balance sheet and profit and loss accounts and the summary balance sheet and the profit and loss accounts?

The single applicant or lead applicant and each co-applicant should provide the annual balance sheet and profit and loss accounts and the summary balance sheet and profit and loss accounts. These documents do not have to be submitted, if the value of the grant is below 60,000.00 EUR.

Q16. Taking into account possible travel restrictions or cancellations related to the COVID-19 crisis, how can the amount of a cancellation insurance be calculated and/or structured (e.g flat rate/percentage of the travel and accommodation expenses...)?

We advise you to do a limited prospection of market conditions, and to reflect them clearly in your budget. If the envisaged travel insurance is expressed as a percentage of the incurred travel and accommodation expenses, they should be included in that budget heading with the necessary level of detail. If, however, you plan to take a single cancellation insurance for several activities, the expenses should be included in the heading "Administration costs".

Q17. When will the networking day take place or for whom is it intended?

The networking day will be organised for successful applicants who have passed the evaluation phase. Therefore it will not take place before the date for submitting proposals, but rather in the second quarter of 2021.