



OPEN CALL FOR PROPOSALS N° VP/2009/011

BUDGET LINE 04-04-01-01

PROJECTS CONTRIBUTING TO EXCHANGE OF GOOD PRACTICES

In view of the large number of enquiries, please do not telephone.

Questions should be sent by e-mail only to: empl-d2-cfp@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German

The English version of the call is the original

1. Introduction

The Social Agenda (2005-2010) has fixed as its overall strategic goal to promote more and better jobs and to offer equal opportunities for all. The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The Decision n°1672/2006 establishing a Community programme for employment and social solidarity – PROGRESS was adopted by the European Parliament and the Council on 24 October and published in the OJ on 15 November 2006¹.

PROGRESSSS aims at supporting the core functions of the European Community towards fulfilling its Treaty-delegated tasks and powers in its respective areas of competence in the employment and social sphere. *PROGRESS* mission is to strengthen the EU contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To that effect, PROGRESS will be instrumental in:

- providing analysis and policy advice on PROGRESS policy areas;
- monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and

¹ Official Journal L 315 of 15.11.2006, p. 1–8

- relaying the views of the stakeholders and society at large.

More specifically, PROGRESS will support:

- (1) the implementation of the European Employment Strategy (section 1);
- (2) the implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- (3) the improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- (4) the effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- (5) the effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present Call for proposals is issued in the context of the implementation of the 2009 annual plan of work which is consultable at: <http://ec.europa.eu/social/main.jsp?catId=623&langId=en>

The European Commission's Renewed Social Agenda (adopted by the European Commission on 2 July 2008) set out promoting more and better jobs and offering equal opportunities for all as its overall goal. Its implementation relies on a combination of instruments comprising EU legislation, the so-called open method of coordination, as well as financial support, mainly from the European Social Fund, but also from Community programmes.²

The overall aim of PROGRESS³ is to financially support the implementation of the objectives of the European Union in employment, social affairs and equal opportunities, as set out in the Social Agenda. It will thereby also contribute to the achievement of the EU 'Lisbon' Growth and Jobs Strategy.⁴

It aims at supporting the core functions of the European Community towards fulfilling its Treaty-delegated tasks and powers in its respective areas of competence in the employment and social sphere. It will support initiatives aimed at reinforcing the role of the Community in proposing EU strategies; implementing and following-up EU objectives and their translations into national policies; transposing and following-up of EU legislation's application in a coherent way through Europe; promoting the co-operation and co-ordination mechanisms between Member States and cooperating with social partners and organisations that represent civil society.

² For information on the Renewed Social Agenda see: <http://ec.europa.eu/social/main.jsp?langId=en&catId=547> - for general information on EU employment and social policy and related Community programmes, see: http://ec.europa.eu/employment_social/index_en.html

³ For a detailed account of the activities that will be put in place or promoted under PROGRESS, please visit the preliminary PROGRESS website at: <http://ec.europa.eu/social/main.jsp?catId=327&langId=en>

⁴ On the Growth and Jobs Strategy see: http://ec.europa.eu/growthandjobs/index_en.htm

2. Context

"European Employment Strategy"

Article 4 of the PROGRESS Decision stipulates that the programme shall support the implementation of the European Employment Strategy among others by "organising exchanges on policies, good practice and innovative approaches, and promoting mutual learning in the context of the EES" (Art. 4(c)) and by "raising awareness, disseminating information and promoting the debate about employment challenges and policies and the implementation of national reform programmes, including among the social partners, regional and local actors and other stakeholders" (Art. 4(d)).

Exchanging good practice and experience is one of the core objectives of the European Employment Strategy (EES), which is now an integral part of the Lisbon strategy⁵. As emphasised in the Joint Employment Report 2008/2009 the implementing priorities for action is: 1) Attract and retain more people in employment, increase labour supply and modernise social protection systems. 2) Improve the adaptability of workers and enterprises. 3) Increase investment in human capital through better education and skills.

The need for reinforcing Member States' potential to learn from each other underlies the Mutual Learning Programme⁶. The mutual learning activities at European level consist of a programme of broadly attended thematic review seminars with a broader focus and a number of restricted peer review workshops on selected labour market practices. The Mutual Learning Programme has been aligned to the three above mentioned implementing priorities for action. The activities at EU level should be complemented by follow-up and dissemination activities involving a broader group of national stakeholders and furthering the co-operation and exchange of good practices. They may take account of the Employment Guidelines and country specific recommendations.⁷

All three parts of this call (Mutual Learning Programme, New Skills for New Jobs and Green Jobs) fall within the remit of the European Employment Strategy (EES).

3. Objective of the call for proposals

The present call for proposals will cover the following three different domains:

- a) Mutual Learning Programme (Flexicurity, undeclared work, Corporate Social Responsibility, Local Employment Development, etc).
- b) New Skills for New Jobs following 2008 Communication
- c) Green Jobs – to anticipate requirements in a low-carbon economy

⁵ http://ec.europa.eu/growthandjobs/european-dimension/200712-annual-progress-report/index_en.htm

⁶ See <http://www.mutual-learning-employment.net>

⁷ http://ec.europa.eu/growthandjobs/european-dimension/200712-annual-progress-report/index_en.htm

Each proposal must be linked to one of the domains. If applicants would like to apply for one or more other domains, a separate complete proposal needs to be submitted.

Participation

The present call for proposals will be financed by the PROGRESS Programme, budget heading 04 04 01 01, and is open to participants from the Member States of the European Union, the EFTA/EEA countries and the candidate and potential candidate countries that have effectively made a financial contribution to the PROGRESS Programme budget to cover their participation in the Programme for 2009. The precise nature of each country's participation in the Programme is governed by the conditions laid down in the Agreement between the European Commission and the country concerned.

Applicants are encouraged to submit proposals that involve different levels of governance, i.e. national, regional and local level. The European dimension of the actions proposed need to be ensured by involvement of at least two PROGRESS participating countries.

Domain a) Mutual Learning Programme

Objective

The objective of this part of the call is to fund dissemination and mutual learning projects in the form of national and joint follow-up activities of the MLP and other dissemination projects. Activities under this part of the call for proposals should be to build on, and complement European-wide mutual learning activities⁸ which aim to:

- ***develop partnerships or networks*** which pursue the identification and exchange of good practice in a transnational context, and/or
- ***encourage mutual learning*** within Member States and between Member States, including all key decision makers and stakeholders of the most effective policies and practices within key areas for the European Employment Strategy, and/or
- promote a wider and more effective ***dissemination of knowledge about the EES*** and its implementation to national or European-wide stakeholders.

The expected results are an enhanced exchange of good practice and dissemination of employment and social policies, including at the regional level, of the experiences gained in the context of the European Employment Strategy (EES).

Priority areas for co-operation

The economic outlook has changed markedly over the last half year, owing to the financial, bank and credit crises. Although the effects of the downturn on EU labour markets remain very uncertain, most evidence suggests that the situation is expected to deteriorate sharply in 2009. The central elements for the Lisbon Strategy will be the necessity to reinforce efforts within two key policy areas: implementing integrated flexicurity pathways and ensuring better skills matching and upgrading. Flexicurity is

⁸ <http://www.mutual-learning-employment.net>

essential in ease and secure employment transitions. The right skills are an important element in getting the unemployed into jobs and improving employment security. The priority areas of co-operation within the call for proposal under the MLP should be clearly linked to the structural reforms initiated and implemented over the recent years with a special focus on appropriate management of the labour market integration of vulnerable groups (including elderly and young people, women and people with a migrant background) and be linked to the three implementing priorities for action in the renewed Lisbon strategy for growth and jobs (2008-2010)⁹:

1. Attract and retain more people in employment, increase labour supply and modernise social protection systems with a focus in the context of this call on Active aging and Migration
2. Improve the adaptability of workers and enterprises with a focus in the context of this call on flexicurity policies and tackling undeclared work
3. Increase investment in human capital through better education and skills with a focus in the context of this call on Life Long Learning.

Scope:

Proposed activities should contribute to increase the understanding of the EES and the quality of policy making in the Member States, by promoting policy review in a trans-national context, the development of dissemination networks and partnerships between Member States, national, regional and local authorities and stakeholders, and further the transfer of experience and good practice within and between Member States. Proposals witnessing the role and potential of partnerships between companies and public authorities for example in the context of Corporate Social Responsibility focused on the implementation of the mentioned priority areas might also be considered.

Examples of individual activities that may comprise one of several aspects of the project include (the below list is not exhaustive):

- workshops on benchmarks, policies or practices that include the participation of key stakeholders in the relevant policy formulation, decision making and policy execution process
- focused information campaigns and awareness raising efforts targeting key stakeholders and other relevant groups,
- reinforcing existing or new networks devoted to the advancement of the targeted policy issues and practices.

These activities may possibly be combined with the following:

- small-scale studies in order to gain greater knowledge on certain aspects of policy related issues essential to successful project implementation,
- literature and desk reviews of policy practices where such are not already available.

⁹ Under each priority below is a non exhaustive list of examples of specific policy issues which could be the subject of a project under this call.

All applications should clearly identify:

- the overall objective(s) of the project
- key stakeholders and target groups (in addition to those directly involved in project)
- the roles and division of tasks between partners
- a dissemination plan for effectively reaching out to target groups
- expected results and their follow-up

Domain b) 'New Skills for New Jobs' following 2008 Communication

On 16 December 2008 "New Skills for New Jobs" (NSNJ) was presented in a Commission Communication and its accompanying staff working document. NSNJ is a joint initiative between the Directorate General for Employment, Social Affairs and Equal Opportunities and the Directorate General for Education and Culture.

The rationale of NSNJ is that across Europe, technological change, globalisation, ageing populations and the evolution of social structures are accelerating changes in labour markets and in skills requirements. Upgrading skills is critically important for Europe's future growth and productivity, its capacity to adapt to change, and for equity and social cohesion. But upgrading education and skills levels alone is not enough: ensuring a better match between the supply of skills and labour market demand is just as important.

In the current climate of economic uncertainty, it is even more essential to focus on developing the right skills. Anticipating and developing new skills and competences should be a top priority for policy makers, public authorities, education and training providers, companies, workers and students.

As requested by the European Council, the Communication "New Skills for New Jobs: Anticipating and matching labour market needs" presents a first assessment of the Union's future skills and jobs requirements up to 2020. It proposes a series of actions to organise this assessment on a permanent basis. Its two main objectives are to improve the Member States' and EU capacity to assess, forecast and anticipate the skills needs of its citizens and companies, and to help ensure a better match between skills and labour market needs.

Anticipation exercises are already being developed at national level, but they are very diverse in nature and scope. Member States can learn from each other and exchange best practices in skills anticipation and upgrading. A Europe-wide perspective can provide a more complete assessment of the situation, and results which can be compared to better understand common trends. The EU can raise awareness of the importance of skills and matching as long-term strategic objectives, essential to help Member States confront the economic downturn and put Europe on the road to recovery.

Objective

The objective of the projects under this part of the call for proposal is the exchange of good practice in one of the following areas:

- Development and/or implementation of systems of identification of current and future skills needs, responding to different drivers of change, in particular the effect of the financial and economic crisis, globalisation, ageing, the move to a low-carbon economy as well as technological and organisational change.
- Improvement of take-up of results and recommendations of foresight/forecasting and assessment of skills needs exercises, for example by better linking the institutions/stakeholders involved and decision-makers in education and training systems.
- Innovative practices in matching jobs and people's skills, in particular in the situation of the economic crisis.
- Dissemination, guidance, counselling on skills needs.

Scope

Proposals could be developed in one or several of the following ways; please note that this list is non-exhaustive):

- Organisation of seminars, round-table events or workshops
- Study visits or staff exchange
- Development of policies, instruments, and institutional systems
- Development of joint projects or initiatives, involving social partners, non-profit organisations and higher education institutions and research institutes active mainly in the area of employment policy
- Communication activities to publicise the results of sharing of experiences

Projects taking into account the situation of low-skilled people, disadvantaged groups and people with specific training and guidance needs, laid-off workers in sectors most affected by the current economic crisis, such as young and older people, women, (long-term) unemployed, and migrants are particularly welcome.

Similarly, projects developing solutions on how to better cope with the impacts of the economic downturn on skills development and the labour market are encouraged.

Domain c. Green jobs¹⁰

EU environmental policy promotes the structural change that will make EU economy *greener* and more resource efficient. The concrete dynamics of this process can depend *inter alia* on the pace of implementation of existing policies, development of new up to date and coordinated policies in various fields, or the speed at which new (*greener*) technologies and products are developed and deployed. Complementary efforts by employment policy will help the restructuring process being smoother and faster.

Employment implications of climate change and coming from *greening* of the EU economy are expected to exhibit to a large extent a regional dimension, reflecting, *inter alia*, different economic structures, specific labour market characteristics and institutions, different initial starting positions (eg. in terms of energy efficiency) and local weather patterns. Local labour markets might be challenged through different dimensions: job creation, job destruction and/or greater need for adjusting the existing employment to become *greener*.

Greening of labour market might be achieved through different means, like the use of new technology, or the use of new working method/practice. But involving labour force in the restructuring process as such (eg. modernisation of energy sector) can be also a way the employment can contribute to greater energy efficiency and move towards a *greener* economy.

Many employment policy instruments already exist (flexicurity, skills anticipation, education and training systems, social dialogue), but might need to be steered more in view to support the *green* structural adjustments. *Green* measures are deemed to play a significant role in the EU and national recovery programmes¹¹. They should be shaped in a way they fight simultaneously both the recession and the climate change and protect people against the negative social consequences.

Objective

The objective of the projects under this part of the call for proposal is to: i) provide the evidence concerning the scale and nature of implications and future labour market requirements of the *green* economy, and to promote debate about the results and methods used; ii) identify the innovative employment policy solutions targeted at *greening* of labour markets and exchange good practices; and iii) raise the awareness among stakeholders (labour market institutions, social partners, workers) about a short

¹⁰ There exists no standard definition of *green* job. It is because i) eco-industry is not well defined sector of activity; ii) *green* jobs are not well defined part of the labour market; iii) *green* skills are not necessarily distinct. Therefore the approach of *greening* of labour market described in section below is chosen as a point of departure.

¹¹ The European Economic Recovery Plan adopted by the Commission in November 2008 ('A European Economic Recovery Plan', COM(2008) 800 final) provides for policies that are good for the environment, reduce the energy bill, increase energy security, create jobs, support low-earning households, and may boost exports and innovation. Similar type of green measures has been announced in the national recovery packages.

term employment challenges of *green* recovery programmes and about employment implications of a move towards a *green* economy as such.

The following areas for sharing good practice could be envisaged:

- Adaptation of employment policies in view to deal with short-term labour market imperfections and promoting *green* recovery. It could include raising awareness among stakeholders about new *green* techniques /products /materials /etc. available for work related activities; promoting skills development that would speed up the implementation of *green* recovery measures (eg. up-skilling, skills accreditation); developing employment policy strategies focused on *greening* of the recovery packages adopted by the EU and Member States.
- Designing longer-term strategies, initiatives or co-operation schemes between different stakeholders (at different levels, eg. local, regional, sectoral) aimed at promotion of *green* economy and better labour market matching. It could include raising awareness about changes in skills and occupational demand, or encouraging workers to move from locally declining to expanding sectors in the *green* economy whilst capitalising on their general skills.
- Encouraging workers and companies to look for solutions for reducing their carbon footprint (raising awareness, closing the knowledge gaps among professionals, steering innovation at the work place, changing individual behaviours /habits) that would contribute to more environmentally sound jobs and working methods.
- Developing and comparing analytical tools and methods to assess in a more detailed manner the process of labour market *greening*.

Scope

Proposals could be developed in one or several of the following ways; please note that this list is non-exhaustive):

- Development of policies, instruments, and institutional systems, and innovative local *green* strategies
- Development of joint projects or initiatives, involving social partners, non-profit organisations, employment services, and higher education institutions and research institutes active mainly in the area of employment policy
- Study visits or staff exchange
- Organisation of seminars, round-table events or workshops
- Communication activities to publicise the results of sharing of experiences

Projects taking into account the situation of low-skilled people, disadvantaged groups and people with specific training and guidance needs, workers in sectors that will be most affected by climate change challenges are particularly welcome.

4. Synergies with other EU Programmes

In promoting exchanges of good practices and transnational networks, the Commission will also ensure consistency, complementarity and absence of duplication between actions supported under this call for proposals and related Community Programmes.

The Commission intends to assist the analytical work of networks by making available the results of analyses, monitoring, surveys and evaluations generated under the Community Programme for Employment and Social Solidarity - PROGRESS. It will facilitate access to the pool of expertise and good practices accumulated under PROGRESS, and support linkages with other networks and partnerships in the policy field concerned. This will stimulate the exploitation of synergies between transnational networks under the European Social Fund (ESF) and PROGRESS.

Transnational cooperation between Managing Authorities and Intermediate Bodies supported under other calls for proposals will also be developed in parallel to, and will complement, the policy initiative "Regions for Economic Change"¹² which provides financial support for networks under INTERREG IVC, the 2007-2013 ERDF interregional cooperation programme, and URBACT II, the 2007-2013 ERDF cooperation programme on urban issues.

5. Total available budget

The total available budget is **EUR € 4.490.000**. In keeping with the open nature of this call, no minimum and maximum grant amounts are being fixed. The intention is to finance about 15 projects from the total budget.

6. Exclusion and Eligibility criteria

Exclusion and Eligibility of the applicant

- Applicants must be in conformity with Articles 93(1)¹³, 94¹⁴ and 96(2)(a)¹⁵ of the Financial Regulation;

¹² http://ec.europa.eu/regional_policy/cooperation/interregional/ecochange/index_en.cfm

¹³ Situations referred to in Article 93 of the Financial Regulation are the following:

- (a) bankrupt or being wound up, having their affairs administrated by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- (c) guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country where the contract is to be performed;
- (e) the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

- Applicants are encouraged to submit proposals that involve different levels of governance, i.e. national, regional and local level. The European dimension of the actions proposed need to be ensured by involvement of at least two PROGRESS participating countries.

- Applicants must be legal persons properly constituted and registered in one of the EU Member States or other PROGRESS participating countries¹⁶;

- Eligible applicants are public authorities or semi-state agencies at central, regional or local level;

- Non-profit organisations and higher education institutions and research institutes active mainly in the area of employment policy, quality of work or social inclusion are also eligible. These organisations are encouraged to establish partnerships with other stakeholders including with public authorities or semi-state agencies

- In application of Article 114 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability.

Eligibility of the proposal

The application must be:

-submitted in written following the standard application form;

- submitted electronically on line and by post in 3 hard copies (1 original and 2 copies);

- sent by the deadline indicated in section 12 below;

(f) currently subject to an administrative penalty referred to in Article 96(1): 1. The contracting authority may impose administrative or financial penalties on the following: (a) candidates or tenderers in the cases referred to in point (b) of Article 94; (b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget. In all cases, however, the contracting authority must first give the person concerned an opportunity to present his observations.

¹⁴ Situation referred to in Article 94 of the Financial Regulation are the following:

(a) are subject of conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or who fail to supply this information.

¹⁵ Administrative or financial penalties shall be proportionate to the importance of the contract and the seriousness of the misconduct, and may consist in: the exclusion of the candidate or tenderer or contractor concerned from the contracts and grants financed by the budget, for a maximum period of ten years.

¹⁶ The PROGRESS Programme is open to participants from the Member States of the European Union, the EFTA/EEA countries and the candidate and potential candidate countries that have effectively made a financial contribution to the PROGRESS Programme budget to cover their participation in the Programme for 2009.

- complete and include all the documents indicated in the checklist (section 14).
- the application must be linked to one domain of the call (as described under section 3 above).
- the application must comply with the European Community co-financing percentage of maximum **80%** and with the rules of start dates and duration of the project defined in section 11 below. It is therefore not possible to use other Community funds, including ESF funds, to cover the 20% co-financing obligation.

7. Selection criteria

Only organisations with the necessary financial and operational capacity to carry out the actions may be awarded a grant.

7.1 Operational capacity

Applicant 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 must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The operational capacity of the applicant must be confirmed by the provision in the proposal of the following items:

- A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract/grant agreement and the department for which the contract/action was performed (see section 14, check-list, point 15);
- The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks (see section 14, check-list, point 13);
- A declaration of the project manager/co-ordinator certifying the competence of the team to carry out the required tasks (see section 14, check-list point 12);
- In the case of proposals from partnerships: written confirmation from each partner that they are willing to participate in the project and briefly describing their role (see section 14, check-list, point 17);

7.2 Financial capacity

Applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.

The financial capacity of the applicant must be confirmed by the provision in the proposal of the following items:

- Declaration on honour (includes financial capacity to carry out the activity – see section 14, check-list, point 3);

- The applicant must provide proof of turnover in the last financial year at least equivalent to 100% of the grant requested (see section 14, check-list, point 14);
- Balance sheets available from the last financial years (see section 14, check-list, point 16 and 18);

The verification of financial capacity will not apply to public bodies.

8. Award criteria

Only the proposals which fulfil the eligibility and selection criteria will be taken into account for a comparative assessment of all the proposals according to the following award criteria:

- best meet the objectives and priorities of the call (**max 15 points**);
Particular attention will be paid to:
 - The degree to which the proposal effectively meets one of the objectives and scope set out in section 3 above.
 - Policy understanding and direct relevance of the proposal to European Employment Strategy
- have an adequate cost/efficiency ratio (**max 15 points**);
Particular attention will be paid to:
 - The degree to which the level of output and impact of the project is proportionate to the amount of the grant requested
 - Adequacy of resources allocated to the project (human and financial) in relation to the objectives foreseen.
- have a genuine transnational dimension (**max 10 points**);
Particular attention will be paid to:
 - the European dimension of the actions proposed and of their impact, involving at least two different PROGRESS participating countries.
- have a high quality of partnership (**max 15 points**);
Particular attention will be paid to
 - the degree of involvement and commitment of the social partners/stakeholders in the action;
 - the structure and coordination of the partnership, including roles of different partners and tasks distribution
- have an added value and innovativeness (**max 10 points**);
Particular attention will be paid to
 - The European added value of the activity
 - The degree to which the activity is innovative
- have a lasting impact and/or multiplier effect of the action (**max 10 points**);
Particular attention will be paid to:

- Potential impact at European level of the operation once funding has ended (sustainability)
- Potential for uptake or results' transfer to national, regional, local levels. (transferability)

- have arrangements to publicise the operation and envisaged dissemination methods **(max 10 points)**;

Particular attention will be paid to:

- Quality and efficiency of the information dissemination

- have an overall quality, clarity and completeness of the proposal and of the budget **(max 15 points)**;

Particular attention will be paid to:

- Clarity and quality of the methodological aspects, work programme and timetable
- Quality of the mechanism for ongoing monitoring and final evaluation

9. Guide on how the activities shall be carried out

a) Requirements concerning equal opportunities

The PROGRESS Programme aimed at promoting gender mainstreaming in all its five policy sections and commissioned or supported activities. Consequently, the Beneficiary will take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of the proposed activities includes a gender perspective by considering systematically women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed.
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the action. This will in particular entail that where the Beneficiary organises training sessions, conference, issues publications or develops dedicated websites, people with disabilities have equal access to the facilities or the services provided.

Finally, the European Commission encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary shall foster an appropriate mix of people, whatever their ethnic origin, religions, age, and ability.

The Beneficiary will be required to detail in its activity report accompanying the request for the final instalment the steps and achievements it made towards meeting these requirements.

b) Publicity and information requirements

In accordance with the General conditions, the beneficiary is under the obligation to acknowledge that the present service is delivered on behalf of the Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars, as follows: In the context of the Community Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is commissioned under the European Community Programme for Employment and Social Solidarity - PROGRESS (2007-2013)

.This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS will be instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

For more information see:

http://ec.europa.eu/employment_social/progress/index_en.html

For publications it is also necessary to include the following reference: "*The information contained in this publication does not necessarily reflect the position or opinion of the European Commission*"

With regard to publication and any communication plan linked to the present activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present action..

c) **Reporting requirements**

PROGRESS will be implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing for these results, including setting clear desired results, implementing plans based upon these results and learning about ‘what works’ in the process;
- Seizing opportunities to work together whenever this helps achieve the results.

As a first step, a Strategic Framework for the implementation of *PROGRESS* has been developed in collaboration with Member states and organisations from the civil society. The Strategic Framework provides the framework for implementing *PROGRESS*, complemented by the Performance Measurement, which defines *PROGRESS* mandate, its long-term and specific outcomes. See in Annex the overview of *PROGRESS* performance measurement framework. For more information on the strategic framework, please visit *PROGRESS* website.

The Commission will in that context monitors the effect of *PROGRESS* supported or commissioned initiatives and considers how these initiatives contributes to *PROGRESS* outcomes as defined in the Strategic Framework. In that context, the Beneficiary will be asked to loyally work in close cooperation with the Commission and/or persons authorised by it to define their expected contributions and the set of performance measures against which their contribution will be assessed. The Beneficiary will be asked to collect and report on its own performance on a regular basis to the Commission and/or persons authorised by it against a template that will be attached as annex III to the grant agreement. In addition, the Beneficiary will make available to the Commission and/or persons authorised by it all documents or information that will allow *PROGRESS* performance measurement to be successfully completed and to give them the necessary rights of access.

10. Financial conditions¹⁷

- The Community's financial contribution will not exceed **80% of the total eligible costs** of the activities involved. Sources of co-financing can be public or private.
- Only costs directly linked to the performance of the action will be accepted. Contributions in kind are not eligible. For further details concerning eligibility of costs, including the regime applicable to staff costs, see the **Financial Guidelines for Applicants in Annex**.

¹⁷ For detailed provisions on Community grants, please refer to Title VI of the Council Regulation 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (http://ec.europa.eu/budget/documents/implement_control_en.htm) as amended by the Council Regulation no 1995/2006, OJ 2390 of 30/12/2006.

11. Start date and duration of projects

The projects should start after signature of grant agreements, expected within six months of the date of submission. Duration of each project is 12 months maximum, unless specific circumstances require longer duration (to be justified).

12. Date for submission

The proposals must be submitted electronically online **and** sent by post in 3 hard copies to the Commission **not later than the 15th September 2009**.

13. Practical modalities

Applicants are invited to fill in the application form and present the project proposal preferably in **English, French or German**, in order to facilitate the treatment of the proposals and carry through the evaluation as soon as possible. However, it should be noted that proposals in other Community languages will be accepted.

The **Application form, the Financial Guidelines for Applicants** and further information related to the call for proposals is provided on the following website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en> Questions can also be sent by e-mail to empl-d2-cfp@ec.europa.eu

The Application form is an electronic form which must be filled in online. Annexes, which are compulsory, must be also filled in and uploaded online (see part E of the online Application form). For this purpose, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. You can access to SWIM at the web site <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

Before starting, please read carefully the "User's guide", which you will find at the top of the page ("Help on SWIM").

Applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate to the addresses cited below **by the 15th September 2009** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date and proposals submitted after this date will not be eligible:

- a) by post to the following postal address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D2-Employment Strategy – Call for proposals VP/2009/011
Archives-Courier service J27 0/115
B-1049 Brussels

- b) or by personal delivery against a signed receipt from the Commission's central mail service (direct or through any authorised representative of the applicant, including private messenger service etc.) **by 16.00 hours on 15th September 2009** at the latest to the following address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D2-Employment Strategy – Call for proposals VP/2009/011
Central Courier Service
Avenue du Bourget, 1
1140 Evere

Failure to submit the application by post and online by **15th September 2009** will entail the ineligibility of the request for subsidy. Complementary documents sent by post, by fax or by electronic mail after the deadline mentioned above will not be considered for evaluation. Please do make sure that the full set of the application form and all accompanying documents as listed above are included in your sending by post by the closing date.

Unsigned application forms, hand-written forms and those sent by fax, will not be taken into consideration.

The **Financial Guidelines for Applicants** annexed to the present call for proposals provides more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein 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 that have been set for the programme.

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

- Follow the order of documents as listed in the checklist (Point 13);
- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

14. Checklist of the required documents to accompany your application

Please send in the following documents **in triplicate** (original + two copies or three copies where original is not required). The Application form must be submitted also **electronically**.

| | Document | Check |
|----|--|--------------------------|
| 1 | Original letter of application quoting the reference of the call (VP/2009/011) duly signed and dated by the legal representative of the applicant organisation. | <input type="checkbox"/> |
| 2 | Print-out of the online Application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative of the applicant organisation. NOTE: The electronic form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible | <input type="checkbox"/> |
| 3 | Printed version of Annex E1: Declaration on honour on compliance with Articles 93 and 94 of the Financial Regulation, duly filled in, dated and signed by the legal representative of the applicant organisation. | <input type="checkbox"/> |
| 4 | Printed version of Annex E2: CO-funding letters of commitments signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution. | <input type="checkbox"/> |
| 5 | Printed version of Annex E3: Financial identification form duly filled in, dated and signed by the legal representative of the applicant organisation and bearing the bank stamp and signature of the bank representative. The Financial identification form must correspond to the Legal entity form (see above). | <input type="checkbox"/> |
| 6 | Printed version of Annex E4 Legal entity form duly filled in and signed by the legal representative of the applicant organisation. | <input type="checkbox"/> |
| 7 | Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies). | <input type="checkbox"/> |
| 8 | Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation | <input type="checkbox"/> |
| 9 | Copy of a document confirming the applicant's tax or VAT number , if available. | <input type="checkbox"/> |
| 10 | Description of the action (free format) dated and signed by the legal representative of the applicant organisation. | <input type="checkbox"/> |
| 11 | Work Programme of the project (free format) dated and signed by the legal representative of the applicant organisation, including a timetable linking months to activities and outputs. | <input type="checkbox"/> |
| 12 | Declaration of the project manager/coordinator certifying the competence of the team to carry out the proposed activities. | <input type="checkbox"/> |
| 13 | Detailed CVs (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal. | <input type="checkbox"/> |

| | Document | Check |
|----|---|--------------------------|
| 14 | The proof of turnover in the last financial year at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>). | <input type="checkbox"/> |
| 15 | A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract/grant agreement and the department for which the contract/action was performed. | <input type="checkbox"/> |
| 16 | Annual balance sheet and profit and loss account for the last financial year, duly dated and signed by the legal representative of the applicant organisation (<i>not necessary for public bodies</i>). | <input type="checkbox"/> |
| 17 | In the case of proposals from partnerships : written confirmation from each partner that they are willing to participate in the project and briefly describing their role; | <input type="checkbox"/> |
| 18 | For grant requests over € 500.000,00 or for organisations subject to statutory audit of their annual accounts, an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. | <input type="checkbox"/> |
| 19 | Others any additional/optional annexes which you may wish to add, e.g. if you wish to provide longer answers to the questions concerning your project under heading B of the online application. | <input type="checkbox"/> |

OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

PROGRESS Ultimate Outcome

Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach