



**EUROPEAN COMMISSION**  
Employment, Social Affairs and Inclusion DG

Employment and Social Legislation, Social Dialogue  
**Social Dialogue, Industrial Relations**

## **BUDGET HEADING 04 03 03 02**

### **Information and training measures for workers' organisations**

## **CALL FOR PROPOSALS**

**2012**

**VP/2012/002**

In view of the large number of enquiries, please do not telephone.  
Questions should be sent by e-mail only to: [empl-04-03-03-02@ec.europa.eu](mailto:empl-04-03-03-02@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.

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## BUDGET HEADING 04 03 03 02

### INFORMATION AND TRAINING MEASURES FOR WORKERS' ORGANISATIONS

#### 1 OBJECTIVES OF THIS CALL FOR PROPOSALS

In line with the remarks in the budget of the European Union, budget heading 04 03 03 02 is intended to cover grants for information and training measures for workers' organisations in accordance with Article 154 of the Treaty on the Functioning of the European Union.

The measures should help workers' organisations to contribute to addressing the overarching EU employment and social policy challenges as laid down in the Europe 2020 Strategy (*Europe 2020: A strategy for smart, sustainable and inclusive growth*; COM(2010)2020, 3 March 2010), the European Council Conclusions of 25-26 March 2010 and 17 June 2010, and the Commission's Communication on the Renewed Social Agenda (*Renewed Social Agenda: Opportunities, access and solidarity in 21st century Europe*; COM(2008)412, 2 July 2008).

Objectives of this call include measures and initiatives related to the adaptation of social dialogue to changes in employment and work and related challenges, such as addressing modernisation of the labour market, quality of work, anticipation, preparation and management of change and restructuring, flexicurity, skills, mobility and migration, youth employment, contributions to the health and safety strategy, reconciliation of work and family life, gender equality, action in the field of anti-discrimination, active ageing, active inclusion and decent work.

Measures which will contribute to addressing the employment and social dimensions of EU priorities relating to the exit from the economic crisis and reaching the objectives and targets of the Europe 2020 Strategy and its flagship initiatives, will be particularly welcome.

The budget heading can also be used to finance actions involving representatives of workers' organisations from the Candidate Countries<sup>1</sup>.

It is also intended to promote equal participation of women and men in the decision-making bodies of workers' organisations.

Access for people with disabilities must be guaranteed for measures funded under this heading.

The foreseen budgetary allocation to this call is **EUR 3 420 000**. At least two thirds of this budgetary allocation is intended for applications submitted by European-level organisations.

Applications will be examined and selected taking account of the remarks in the EU budget and the criteria laid down in this document.

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<sup>1</sup> 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/candidate-countries/index\\_en.htm](http://ec.europa.eu/enlargement/candidate-countries/index_en.htm).

## 2 SUBMISSION AND EXAMINATION OF GRANT APPLICATIONS

### 2.1 Submission deadlines and implementation dates

Complete applications must be submitted to the European Commission by the deadline for submission indicated below.

In view of the time needed to examine applications, actions may not start before the start date indicated below. Proposals for actions not respecting the permissible start date will not be considered.

Applications will be examined by an Evaluation Committee, which will meet within 35 working days following the deadline for submission. Generally, the entire evaluation procedure takes around 12 weeks.

As a consequence, applicants should note that if their project is approved **they will not necessarily receive the grant agreement prior to the start date of the action** and should, therefore, take this into account in programming the timing of their project. Any expenditure incurred before written confirmation that the application has been accepted is at the applicant's risk.

The **deadline** for the submission of applications is **7 May 2012** for actions commencing no earlier than **7 July 2012** and no later than **21 December 2012**.

In principle, the duration of an action is no longer than 12 months. The Commission reserves the right to adjust the duration of the action proposed in the application.

### 2.2 Co-financing rate

Under this call for proposals, the European Commission may decide to finance up to 90% of the total eligible cost of the action. Contributions in kind will not be taken into account.

Applications which request a grant of more than 90% of the total eligible cost will not be considered.

#### *Project size/amount*

For illustrative purposes the typical size of a grant awarded in 2011 was in the range of **EUR 160 000**.

Experience has demonstrated that projects, which include preparatory, follow-up and dissemination activities within the same grant application, tend to contribute most effectively to achieving the objectives of the call for proposals.

The Commission will organise a **networking day** in Brussels for beneficiaries under the 2012 call (date to be confirmed). Applicants must therefore 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 in Brussels 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.

## 2.3 Exclusion criterion

Applicants must be in conformity with Articles 93(1), 94 and 96(2)(a) of the Financial Regulation<sup>2</sup>.

## 2.4 Eligibility criteria

### *Eligible applicants*

To be eligible, *applicants* must:

- Be **social partner organisations representing workers**, at European, national or regional level;
- Be properly constituted and registered legal persons. In application of Article 114 of the Financial Regulation, workers' 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<sup>3</sup>;
- Have their registered office in one of the Member States of the European Union;

### *Eligibility of actions*

To be eligible, *actions* must:

- Be linked to the objectives of the call for proposals;
- Include active partners from several Member States and/or Candidate Countries in the case of proposals which are not submitted by a European-level workers' organisation;
- Not request a European Union grant of over 90% of the total eligible cost of the action;
- Be fully carried out in the Member States of the European Union or the Candidate Countries<sup>4</sup>;
- Comply with the call for proposals subcontracting rules indicated in Annex I;
- Comply with the rules on the start date of actions in section 2.1.

National capacity-building activities which could be funded under the European Social Fund Regulation (Regulation (EC) No 1081/2006 on the European Social Fund, Article 5(3) § 2<sup>5</sup>) are not eligible.

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<sup>2</sup> The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non-fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

<sup>3</sup> Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as last amended by Regulation (EU, Euratom) n° 1081/2010 of the European Parliament and of the Council of 24 November 2010, [http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm#2](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm#2).

<sup>4</sup> It should be noted that only daily subsistence allowances, travel and other expenses related to participants and speakers travelling between EU Member States and/or Candidate Countries will be accepted as eligible costs.

## ***Eligible applications***

To be eligible, *applications* must:

- Be submitted by the deadline indicated in section 2.1;
- Be submitted on-line before being printed, and sent in 2 copies as a paper application duly signed (one original dossier and one copy of all submitted documents). Please see section 3.2 for further details on the submission of the application;
- Be complete and include **all the documents indicated in the following table**. Where specified below, documents must bear the original signature of the applicant's **legal representative**.

Applicants should note that the Evaluation Committee will not examine applications lacking one or more of these documents:

1	<b>Official covering letter of the application:</b> quoting the reference of the call for proposals, with the original signature of the applicant's legal representative.
2	Print-out of the duly completed and submitted <b>on-line application form</b> ( <a href="https://webgate.ec.europa.eu/swim">https://webgate.ec.europa.eu/swim</a> ): dated and with the original signature of the legal representative.  NOTE: The on-line form <u>must be electronically submitted before printing</u> . After the electronic submission no further changes to the application are possible.
3	<b>A signed declaration on honour</b> (Annex E.1 to the on-line application). This must be written on the official letterhead paper of the applicant organisation and have the original signature of the legal representative, certifying that the applicant organisation is not in one of the situations listed in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation and that it has the financial and operational capacity to complete the activity for which funding is requested.
4	<b>"Financial identification" form</b> (Annex E.3 to the on-line application) of the applicant organisation duly completed with the original signature of the account holder and the original signature and stamp of the bank. The financial identification form can be found at:  <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a>

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<sup>5</sup> "Under the Convergence objective, an appropriate amount of ESF resources shall be allocated to capacity-building, which shall include training, networking measures, strengthening the social dialogue and activities jointly undertaken by the social partners, in particular as regards adaptability of workers and enterprises referred to in Article 3(1)(a)" (Scope of assistance).

5	<p><b>"Legal entity" form</b> (Annex E.4 to the on-line application) duly completed with the original signature of the legal representative. The legal entity form can be found at: <a href="http://ec.europa.eu/budget/execution/legal_entities_en.htm">http://ec.europa.eu/budget/execution/legal_entities_en.htm</a></p> <p>Applicants must also provide:</p> <ul style="list-style-type: none"> <li>• a copy of the <b>certificate of official registration or other official document</b> attesting to the establishment of the entity (where this exists);</li> <li>• a copy of the <b>articles of association/statutes or equivalent</b>, proving the eligibility of the organisation;</li> <li>• a copy of a document confirming the applicant's tax or VAT number, if available; and</li> <li>• exclusively in the case of social partner organisations without legal personality, a signed <b>letter of the representative with the capacity to undertake legal obligations</b>.</li> </ul>
6	<p><b>A detailed work programme</b> (Annex E.5 to the on-line application) for the project. This is a separate document in addition to 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 detailed work programme.</p> <p>The detailed work programme must provide a detailed description of the project, including clear information on the dissemination plans, and a timetable for the activities. The names, positions, and employment status of all staff involved in the project should be included in the detailed work programme. The detailed work programme should be submitted in English, French or German and should not be longer than 10 pages.</p>
7	<p><b>A budget explanation</b> (Annex E.7 to the on-line application) for the project. This is a separate 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.</p> <p>The budget explanation must provide additional information to explain and justify all items in the proposed budget (and particularly staff costs and subcontracting plans). A simple table listing costs without explanation is not sufficient. The budget explanation should be submitted in English, French or German.</p>
8	<p><b>Letters of commitment</b> (Annex E.2 to the on-line application). A signed letter of commitment from <b>each partner named in the application form</b> (section D) should be provided, explaining the nature of the partner's involvement and specifying the cash amounts of any funding provided, following the template provided in Annex E.2 to the on-line application.</p> <p>The letters of commitment should be submitted in English, French or German.</p>

9	<b>A Curriculum Vitae of the Person responsible for managing the action</b> (named in section A.3 of the application form) indicating clearly the current employer(s) with whom there exists either a permanent or temporary contract of employment. The CV should be submitted in English, French or German.
10	<b>In the case of subcontracting for external expertise, the completed form "Contracts for implementing the action"</b> provided in Annex E.6 to the on-line application <sup>6</sup> .  Applicants wishing to recruit the services of external experts must provide the detailed information regarding the tasks involved, the reasons for subcontracting these tasks and the selection procedure that will be followed to award the contract <sup>7</sup> . The form should be submitted in English, French or German.  Applicants should note that subcontracting external expertise is only admissible if the staff of the applicant organisation or of the project partners do not have the skills required. <b>It is not permissible to subcontract the project management of the action.</b>
11	<b>The most recent balance sheet of the applicant organisation.</b> The balance sheet, by definition, must include assets and liabilities. The applicant should specify which currency is being used in the balance sheet. The Commission reserves the right to request balance sheets from previous years, if necessary.
12	<b>For grant requests over EUR 500 000: an external audit report</b> produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available. The external audit report should be submitted in English, French or German.

In addition, the Commission may request applicants to submit justifications of proposed eligible costs during the evaluation procedure of the application.

## 2.5 Selection criteria

The applicant must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations with the necessary financial and operational capacity may be awarded a grant.

<sup>6</sup> In this context, interpretation and translation tasks are not considered as external expertise. The general rules and principles regarding the conclusion of external contracts included in Annex I do nevertheless fully apply (e.g. the obligation for the beneficiary to "seek competitive tenders from potential contractors and award the contract in writing to the bid offering the best value for money").

<sup>7</sup> Where the value of the procurement contract exceeds EUR 60 000, the beneficiary, in addition, must provide a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex II to this call. Important additional information concerning subcontracting can be found in Annex I. The draft tender specifications should be submitted in English, French or German.

In addition, the applicants must be able to prove, if requested, that they have sought bids – by registered letter – from at least five different tenderers, including proof that they have posted the call for tender or invitation to tender at least on their website and provide a detailed description of the selection procedure.

This requirement does not apply to public authorities which are already governed by a system of public procurement rules; however, where applicable, this should be indicated.



- Financial capacity to carry out the action: the 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<sup>8</sup>.
- Operational capacity to complete the proposed action: the 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. It is therefore not permissible to subcontract the project management of the action. 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 financial and operational capacity should be proven by the annual balance sheet, declaration on honour and curriculum vitae mentioned above.

## **2.6 Award criteria**

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

- i. The extent to which the action meets the objectives and priorities of the call for proposals
- ii. The extent to which the action has a genuine transnational dimension
- iii. The quality of partnerships, including the degree of involvement and commitment at the application stage of the social partners/stakeholders in the action<sup>9</sup>
- iv. The extent to which the action contributes to the priorities, activities or results of European social dialogue
- v. The added value, i.e. the lasting impact and/or multiplier effect<sup>10</sup> of the action<sup>11</sup>
- vi. The cost-effectiveness of the action
- vii. The arrangements to publicise the action and disseminate the results, including the quality and/or innovativeness of dissemination plans
- viii. The overall quality, clarity and completeness of the proposal and budget explanation

<sup>8</sup> The financial capacity of the applicant is assessed based on the analysis of the supporting documents listed in positions 2, 3, 4 and 11 in the table in section 2.4 "Eligible applications" and by calculating the ratio between the total assets in the applicant's balance sheet and the total budget of the project (the ratio should be greater than 0.70, or, for projects with a total budget of less than EUR 100 000, the ratio should be greater than 0.50). In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant.

<sup>9</sup> Please note that the Commission does not consider it appropriate to include independent consultants, conference organisers, etc., as project partners. Please read Annex I carefully.

<sup>10</sup> The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral, thematic.

<sup>11</sup> The Commission also reserves the right when assessing proposals to take into account the effectiveness and added value of previous or ongoing projects undertaken by the applicant with EU/Community funding.

### 3 PRACTICAL PROCEDURES

#### 3.1 Where can the application form be found?

The compulsory on-line grant application form as well as the other requested forms can be found at the following Internet address:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=335&furtherCalls=yes>

#### 3.2 Where does the application need to be sent?

Please send your covering letter of application, together with all the other documents listed in the table under section 2.4 "Eligible applications" above as originals as well as **one copy of all of these documents** by the submission deadline indicated above, to the following address:

*Call for proposals VP/2012/002  
Budget heading 04.03.03.02  
European Commission – DG EMPL/B.1  
J-54 01/004  
B-1049 Brussels  
Belgium*

Please send your application by registered mail or express courier service only and keep proof of the date of sending (the date of the post office stamp or express courier receipt will be considered as proof of date of sending).

Hand-delivered applications must be received by the European Commission at the latest on the last day for submission. The **only address for hand delivery** of documents to the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium<sup>12</sup>. Proof of delivery is a signed receipt from the Commission's Archives Service stamped with the date of the last day for submission or earlier.

Please note that the SWIM electronic application form is available until midnight on the day of the submission deadline. However, as candidates must first submit the form electronically, and then print, sign and send it by post 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.**

Regarding the presentation of the application file, applicants are requested to:

- follow the order of documents as listed in the table under section 2.4 "Eligible applications";
- print the documents double-sided, where possible;
- only use 2-hole folders. **Please do not bind or glue the dossiers** (stapling is acceptable).

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

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<sup>12</sup> [http://ec.europa.eu/contact/mailing\\_en.htm](http://ec.europa.eu/contact/mailing_en.htm)

**ENQUIRIES MUST BE MADE BY E-MAIL ONLY TO:**

**[empl-04-03-03-02@ec.europa.eu](mailto:empl-04-03-03-02@ec.europa.eu)**

**- PLEASE DO NOT TELEPHONE -**

### **3.3 What next? Accepted and rejected applications**

Applications will be examined by an Evaluation Committee, which will meet within 35 working days following the deadline for submission. Generally, the entire evaluation procedure takes around 12 weeks.

The European Commission will notify applicants once the evaluation procedure is completed. **Requests for information concerning the progress of dossiers sent prior to the end of the evaluation procedure will not be answered.**

#### ***Rejected applications***

Unsuccessful applicants will receive a letter stating the reasons for refusal.

#### ***Selected applications***

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one to the applicant once it has been signed by both parties.

The grant agreement may include changes made by the Commission – therefore the applicant should carefully read the whole agreement, and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

#### ***Participation of the Commission in project events***

Following the award of a grant, if the successful applicant would like the Commission to participate in any project events, the applicant must take immediate contact (in any case, at least 2 months before the event) with the EC official responsible for following the action (named in the letter accompanying the grant agreement). The successful applicant should therefore not finalise the scheduling of such events without the Commission's prior approval and confirmation of participation. The Commission's acceptance of the grant application does not prejudice its decision on whether to attend an event included in the work programme. Such a decision is always subject to a separate examination of the event programme and prior agreement on the dates and practicalities.

#### ***Publicity***

In order to achieve a wider dissemination of project results, the elements concerning, inter alia, the project description, results and methodology, provided by the beneficiary in the final report, may be published on the European Commission's website.

## **ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the call website:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=335&furtherCalls=yes>

**ANNEX II:**

**MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING  
EXTERNAL EXPERTISE**

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**Tender Specifications – .....**

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- 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**
- 9. Award criteria**

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**