

NOTICE OF CALL FOR PROPOSALS WITH A VIEW TO OBTAINING GRANTS IN THE FIELD OF MARITIME TRANSPORT

Call for proposals DG MOVE

1. Policy framework

The European Commission intends to award grants to promote the objectives of the common maritime transport policy. The policy priorities have been set in the work programme for 2012 on the Integrated Maritime Policy adopted by the Commission (COM (2012)1447) on 12 March 2012. Information on this call for proposals is available on the DG MOVE website at the following address:

http://ec.europa.eu/transport/grants/index_en.htm

2. Purpose of this call for proposals

Taking into account the legislative initiatives described in the work programme on Integrated Maritime Policy for 2012, the Commission wishes to support actions reinforcing and developing its policies in the field of maritime transport, particularly in the context set in its communication on the "Strategic goals and recommendations for the EU's maritime transport policy until 2018", where the European Commission also proposes the creation of an Erasmus-type "model for exchanges between the maritime training institutions of the Member States".

Moreover, the EU2020 Strategy and the flagship initiative entitled "Youth on the Move" is a programme aimed at encouraging more young people to apply for European grants to study or train in another country. This may well apply in the maritime sector, which is a prime contributor to growth and jobs across Europe and would fit in and complement the "Blue growth" initiative.

Also, in 2011, the Task Force on Maritime Employment and Competitiveness recommended the promotion of high quality personnel that would provide a competitive advantage to the industry.

3. Sources of funding and estimated total amount for this call for proposals

The actions selected will be financed from the budget heading 11 09 0500

"Programme to support the further developments of an integrated maritime policy (IMP)"

The estimated total amount of EU funding for this call is € 400.000.

The Commission expects to fund one to two projects.

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

4. Percentage of Union co-financing

The grants are intended as incentives for carrying out an action, which could not be executed without Union financial support, and they must reflect the principle of co-financing. Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

The Commission therefore plans to grant only funds, which are complementary and subsidiary to contributions made by the beneficiary, the national, regional or local authorities and other bodies. Accordingly, the amount granted will be no more than 80% of the total eligible costs of the action.

Contributions in kind are not regarded as eligible costs. Actions will compete for possible financial support.

5. Overall objective and specific objectives of this call for proposals:

The **overall objective** is to promote learning mobility to improve the quality of education and training and the enhancement of training capacity of the European maritime institutions and bodies.

This encompasses **specific objectives**:

- Investing in quality teaching, having lecturers, teachers and instructors of good calibre and at the same time giving them the possibility of upgrading their skills and qualifications.
- Enhancing a collaboration among the Maritime Education and Training (MET) institutions, facilitating the organisation of common programmes and exchange of academic staff through possible learning agreements, validation of experience and quality certificates. This might be detailed in a memorandum of understanding between the MET involved.
- Tackling the lack of uniformity in training and the lack of attractiveness of certain maritime careers by the dissemination of good practices for the benefits of students, professionals, teachers, instructors.

This specific objective is justified by the current situation showing that the results of the EMSA inspections and visits to MET institutions in both Member States as well as third countries point to different standards being used in the training, including in the use of technologies (simulators...). While in some MET institutions, good standards and best practices were identified, in some other cases the instructors lacked skills, knowledge and experience on how to conduct the training in an adequate way. Often, the minimum standards established by the STCW Convention for preparation, testing and conduct of exercises were not complied with. Yet, because best practices have been identified it is important that these are disseminated throughout Europe and that instructors from MET institutions share experiences, practices and procedures for the development, testing and conduct of complex exercises.

6. Categories of activities covered by this call for proposals

A proposed action has to cover one or several of the following activities:

- Strengthening training in maritime activities, including familiarisation with new technologies
- Fostering closer inter-university, inter-school and institute links and links with and between businesses and other organisations involved in maritime activities;
- Exchanging information among universities and training centres so as to develop more uniform training, possibly a base curriculum in the different fields of maritime knowledge in order to reach a

mutual acceptance of the degrees and skills obtainable in each institution; in this way the mobility of students, professionals, cadets will be much easier;

- Encouraging industrial partners on active participation in the initiative through supporting research, training and young workers' mobility programmes;

-Strengthening links and networks between young people from European maritime regions and the development of a maritime culture among European citizens;

- Promoting, in the long term, job mobility in maritime activities through the possible following actions (non-exhaustive):

- Exchanges of students;
- Exchanges of apprentices and trainees;
- Exchanges of teachers, trainers, instructors;
- Joint training programmes.

The action proposed does not have to cover exclusively one or several of the described activities but may have other characteristics as long as they meet the objectives set out in point 5:

7 Eligibility of costs:

The Commission is prepared to support multiannual actions of a maximum duration of **24 months**. Eligible costs can be incurred only after signature of the grant agreement by all the parties, save in exceptional cases and where the applicant can demonstrate the need to start the action before the grant agreement is signed, and under no circumstances before submission of the application for a grant. No grant may be awarded retrospectively for actions already completed.

Details on the eligibility of costs are set out in Article II.14 of the draft grant agreement.

Certain tasks can be subcontracted if the beneficiaries are not able to carry them out themselves. If so, the rules laid down in Article II.9 and I.10.2 of the draft grant agreement apply.

Contracts concluded with subcontractors must cover only a **limited part** of the action. The reasons for subcontracting must be stated. The tasks concerned and an estimate of the relative costs must be set out clearly in the application form.

8. Eligibility and exclusion criteria:

8.1. Legal status of applicants:

Applications submitted in writing by legal persons who are established in a Member State of the European Union are eligible. Applicants must show that they exist as a legal person, by providing a certified true copy of their articles of association or equivalent.

8.2. Grounds for exclusion

1. Applicants will be excluded from participating in the call for proposals procedure if they are in one of the following situations:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment, which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means, which the authorising service can justify;

(d) they have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment, which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;

(f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation¹ for being guilty of misrepresentation in supplying the 1 Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, as amended by information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorising officer as a condition of participation in the grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget;

(g) they are subject to a conflict of interest;

(h) they have been guilty of misrepresentation in supplying the information required by the Commission or have failed to supply this information.

(i) they have been excluded from the contracts and grants financed by the Union budget, in accordance with Article 96(2) (a) of the Financial Regulation.

2. The cases referred to in point 8.2(e) cover:

(a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995¹;

¹ OJ C 316, 27.11.1995, p. 48.

(b) cases of corruption as referred to in 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, established by the Council Act of 26 May 1997²;

(c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council³;

(d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC⁴.

3. Applicants must certify that they are not in one of the situations listed in point 8.2 by signing a declaration on their honour attached to the application form.

4. Applicants for grants and, where they are legal persons, persons with powers of representation, decision-making or control over them, are informed that, if they are in one of the situations referred to in:

- the Commission Decision of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ L 344, 20.12.2008, p. 125), or the Commission Regulation of 17 December 2008 on the central exclusion database (CEDB) (OJ L 344, 20.12.2008, p. 12),

- Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

their details (family name/company name, given name if a natural person, address/head office, legal form and family name and given name of the persons with powers of representation, decision-making or control if a legal person) may be entered just in the EWS or in both the EWS and the CEDB and notified to the persons and bodies listed in the above Decision and Regulation, with regard to the award or carrying out of a procurement contract or a grant agreement or decision.

8.3 Administrative and financial penalties

Applicants and beneficiaries who are guilty of misrepresentation in supplying the information required by the authorising officer as a condition of participation in the grant award procedure, who have failed to supply this information or who have been declared to be in serious breach of their obligations under contracts or grants covered by the Union budget may be subject to administrative or financial penalties, in accordance with Article 96(1) of the Financial Regulation.

² OJ C 195, 25.6.1997, p. 1.

³ OJ L 351, 29.12.1998, p. 1. Joint Action of 21 December 1998 on making it a criminal offence to participate in a criminal organisation in the Member States of the European Union.

⁴ OJ L 309, 25.11.2005, pp. 15-36. Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.

8.4 Avoiding double financing of projects

No Union financial support will be granted for actions receiving financing from other sources of Union funding.

9. Selection criteria

Applicants must have the economic, financial, technical and professional capacity required to implement and complete the proposed action. The application must show the legal status of the applicant and his financial and operational capacity to carry out the proposed action.

9.1 Financial capacity of applicants

Applicants must demonstrate their financial capacity to complete the action to be supported and must provide their balance sheet for the last financial year for which the accounts have been closed. The last of these provisions does not apply to public bodies and international organisations.

Moreover, for grants of less than € 25 000, a sworn statement is sufficient.

Applicants must fill in the form relating to legal entities, available from the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm

9.2 Technical capacity of applicants

Applicants must have the technical capacity and operational capability to carry out the action to be supported and must provide the following documents: curriculum vitae of the persons responsible for the implementation of the operation, description of relevant projects and activities undertaken during the last three years, and more particularly projects related to the relevant issue.

10. Award criteria

The action supported must be designed to further one or several of the objectives referred to in points 2 and 5 above. The Commission will base the choice of action and the rate of Union co-financing on the following criteria and their respective weighting. Only eligible applications will be assessed against these criteria.

A. The Commission will assess the **European dimension of the action and the value added** to EU maritime transport and maritime safety policies, in particular those set out in the communication on "Strategic goals and recommendations for the EU's maritime transport policy until 2018". In this context, local, regional or purely national initiatives are excluded. It will also assess the relevance of the proposal to the objectives set out in point 5. (40%).

Applicants should describe how they understand the objectives of the action, how their proposal addresses these objectives and to which extent the project will have an impact in relation to existing maritime employment education and mobility issues.

Added value and innovation: Applicants should demonstrate that the action would add to the existing knowledge and experience relevant for addressing burdens to maritime employment and education.

B. Multiplier effect: the Commission will assess the value of the action in terms of transfer and generalisation of knowledge and good practice, dissemination or large-scale application of the results as well as the scale of the action. (30%).

C. Presentation of the methodology and application cost-effectiveness ratio: the Commission will assess the cost-effectiveness ratio of the action and will, to that end, evaluate the expected results in the light of the grant requested (15%).

A work plan should include a clear and full description of the means to achieve the goals of the action, with a detailed financing plan, person-months attributed to specific tasks, and a meaningful and realistic timetable.

Means of implementation of the action: Applicants should demonstrate that the resources (personnel, equipment, financing, etc.) that will be mobilised are adequate to achieve a timely and successful implementation of the action. In particular, applicants should demonstrate that their implementation means are cost effective.

Project management: Applicants should demonstrate that the organisation and management structure proposed for the action are sufficient to achieve the required quality, meet the deadlines and establish real partnerships.

D. Dissemination and visibility: Applicants should describe their dissemination plan and how they intend to ensure that the results of the action are optimally used.

The Commission will assess the means by which the visibility of the action on a European Union level will be assured, e.g. through publications, organisation of events, Internet sites, CD-ROMs (15%).

Only applications with a total score of 70% or higher and of at least 60% for each individual criterion will be taken into consideration for Union funding.

11. General conditions for awarding grants

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement available at the Internet address mentioned in point 1. Applicants must take note of this document and must take into account the conditions for awarding grants when drawing up their proposal.

For all applications for pre-financing, a financial guarantee up to the amount prefinanced may be required. The decision to require the guarantee or not depends on the risk assessment of the applicant.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs, which are eligible for financing from the Union budget. To this end, applicants must provide a detailed breakdown of all expenditure related to their proposal. The budget must be drawn up in Euros.

The Commission will only recognise the costs of entities having signed the contract, whether as beneficiary or as co-beneficiary.

The Commission services would welcome applications in English and in any case, a summary and an overview table in English.

12. Submission of the grant application and closing date

Applications must be made only using the model **application form available at the Internet address mentioned in point 1**. For each application, **one signed original and five copies** must be supplied by the applicants. The original must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant.

Applicants must also fill in the **form relating to legal entities**, available from the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm.

12.1. Grant applications can be sent in two ways:

(a) By registered mail or by private courier

The proposal must be sent by registered mail or by private courier, dispatched not later than **27/04/2013**, the postmark or the date on the slip issued by the courier service are equally valid as proof of deposit.

By **registered mail**, to the following address:

European Commission
Directorate-General for Mobility and Transport
DM 28 - 0/110 – Mail/Archives
B-1049 Brussels
Belgium

By **private courier**, to the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)

(b) Or by hand delivery

Proposals must be delivered by hand to the **European Commission's central mail**

department by 16:00 (Brussels time) **on 27/04/2013** at the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

12.2 Practical arrangements:

Tenders must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

Call for proposals MOVE/SUB/

Not to be opened by the internal mail department

DM 28 0/110 Mail/Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

13. Indicative schedule

Receipt of proposals: see point 12.1 above

Evaluation: May 2013

Award decision: June 2013

14. Remark

For questions, please contact: move-training-proposal@ec.europa.eu

Please note that for your questions concerning this call for proposals a document 'FAQ'- Frequently Asked Questions will be published on the Europa website.

15. Data Protection

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 (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm