



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

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

## **BUDGET HEADING 04.03.03.01**

**INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE**

## **CALL FOR PROPOSALS**

**2013**

**VP/2013/001**

In view of the large number of enquiries, please do not telephone.  
Questions should be sent by e-mail only to: [empl-04-03-03-01@ec.europa.eu](mailto:empl-04-03-03-01@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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<b>BUDGET HEADING 04.03.03.01</b> <b>INDUSTRIAL RELATIONS AND SOCIAL DIALOGUE</b>
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## **1 OBJECTIVES OF THIS CALL FOR PROPOSALS**

In line with the remarks in the budget of the European Union, budget heading 04.03.03.01 is intended to cover grants for **promoting social dialogue at cross-industry and sectoral level** in accordance with Article 154 of the Treaty on the Functioning of the European Union. This call will therefore be used to finance consultations, meetings, negotiations and other actions designed to achieve these objectives and to promote actions outlined in the European Commission's Communication on *The European social dialogue, a force for innovation and change* (COM(2002) 341), the Communication on *Partnership for change in an enlarged Europe – Enhancing the contribution of European social dialogue* (COM(2004) 557) and the Commission Staff Working Document on the *Functioning and potential of European sectoral social dialogue* (SEC(2010) 964).

The measures should help the social partner organisations (representatives of management and labour) 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 and the European Council Conclusions of 25-26 March 2010 and 17 June 2010; the Commission Communications *Towards a job-rich recovery* (COM(2012)173), *Moving Youth into Employment* (COM(2012)727) and *Towards Social Investment for Growth and Cohesion – including implementing the European Social Fund 2014-2020* (COM(2013)83); the White Paper *An Agenda for Adequate, Safe and Sustainable Pensions* (COM(2012)55); the Commission's Communication on the Renewed Social Agenda (*Renewed Social Agenda: Opportunities, access and solidarity in 21st century Europe*, COM(2008) 412).

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, the greening of the economy, flexicurity, skills, mobility and migration, youth employment, health and safety at work, reconciliation of work and family life, gender equality, action in the field of anti-discrimination, active ageing, healthier and longer working lives, active inclusion and decent work.

Measures which contribute to addressing the employment and social dimensions of EU priorities relating to the exit from the crisis, taking into account increasing inequalities within and between Member States, and to reaching the objectives and targets of the Europe 2020 Strategy and its flagship initiatives, will be particularly welcome.

Measures to foster the implementation of European social dialogue outcomes, reinforce their impact and visibility, and support their follow up and reporting are a high priority.

Strengthening synergies and exchanges between European social dialogue sectoral committees and between the sectoral committees and the inter-professional level is a horizontal objective. Measures to support the European social partners and social dialogue committees undertake and contribute to impact assessment of the employment and social dimensions of EU initiatives will be particularly welcome.

The budget heading can also be used to finance actions involving representatives of the social partners 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 both trade unions and employers' organisations. These last two components are cross-cutting.

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

On the basis of these objectives, two sub-programmes have been defined:

- |    |  |
|----|--|
| I  | Support for European social dialogue                     |
| II | Improving expertise in the field of industrial relations |

In light of the objectives mentioned above, the specific measures eligible under the two sub-programmes are detailed in section 2 below. The attention of applicants is also drawn to the eligibility criteria for applicants, actions and applications detailed in section 3.4 below.

The foreseen budgetary allocation to this call is **EUR 13 975 000**.

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

Non-Governmental Organisations (NGOs) wishing to undertake measures in the field of Corporate Social Responsibility (CSR) should apply to the PROGRESS programme.

## **2 ELIGIBLE MEASURES**

### **I. Support for European social dialogue**

This first sub-programme is divided into eight categories of action:

- measures to prepare European social dialogue, such as preparatory surveys, meetings and conferences;
- measures regarded as part of social dialogue within the meaning of Articles 154 and 155 TFEU, such as negotiations, preparatory meetings for negotiations or activities relating to the implementation of negotiated agreements and other negotiated outcomes;
- measures to implement the European social partners' work programmes (such as the organisation of round tables, exchanges of experience and networks of key actors);
- measures to monitor and follow up European social dialogue activities and outcomes, such as conferences and other initiatives to disseminate and evaluate the results of European social dialogue through European or national events, or through studies, paper or electronic publications (including the translation);

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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 for proposals [http://ec.europa.eu/enlargement/countries/check-current-status/index\\_en.htm](http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm).

- measures to improve the coordination, functioning and effectiveness of European social dialogue, including through the identification and development of joint approaches by the social dialogue committees, such as the exchange of good practice and related joint training events;
- measures to strengthen the capacity of social partners to contribute to European social dialogue with particular attention to new Member States and Candidate Countries (such as information and training seminars)<sup>2</sup>;
- measures by social partners which contribute to the employment and social dimensions of the Europe 2020 Strategy and actions to implement the European Employment Strategy (EES) and to monitor and analyse its impact on labour markets;
- measures to support the European social partners and social dialogue committees undertake and contribute to impact assessment of the employment and social dimensions of EU initiatives.

## **II. Improving expertise in the field of industrial relations**

The aim of this sub-programme is to improve expertise in industrial relations (especially in European and comparative terms), to promote the exchange of information and experience among parties actively involved in industrial relations (companies, workers, public authorities and research centres) and to promote the development of industrial relations in Europe.

The following actions may be co-financed:

- general seminars or conferences on industrial relations, including preparatory studies, the organisation of round tables, exchanges of experience and networks of key actors and/or experts;
- initiatives to further the collection and use of information on national industrial relations systems and on developments at European level;
- initiatives to promote knowledge on effective industrial relations practices, including successful forms of worker participation, particularly in regard to the anticipation, preparation and management of change;
- initiatives contributing to the preparation or use (presentation, discussions and dissemination) of the European Commission's Industrial Relations in Europe report.

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<sup>2</sup> National capacity-building activities which could be funded under the European Social Fund (Regulation (EC) N° 1081/2006 on the European Social Fund, Article 5(3)§2) are not eligible: "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).

### 3 SUBMISSION AND EXAMINATION OF GRANT APPLICATIONS

#### 3.1 Submission deadlines and implementation dates

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

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

Due to the summer holidays, the entire evaluation procedure is expected to take around 4 months.

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 **20 June 2013** for actions commencing no earlier than **20 October 2013** and no later than **31 December 2013**.

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

#### 3.2 Co-financing rates for the sub-programmes

Under this call for proposals, the European Commission may decide to finance up to 80% of the total eligible cost of the action. Contributions in kind will not be taken into account.

In derogation from the previous paragraph, the European Commission may decide to finance up to 95% of the total cost of social dialogue actions (sub-programme I exclusively) involving negotiations in accordance with Articles 154 and 155 TFEU, meetings to prepare for negotiations (sub-programme I – second bullet point), or joint social partner actions relating to the implementation of the results of European social dialogue negotiations.

Social dialogue meetings organised by the European social partners themselves can also be financed up to a rate of 95%.

Applications which request a grant of more than 80% of the total eligible cost (or 95% exclusively for the cases listed above) will not be considered.

### *Project size/amount*

For illustrative purposes, the average size of a grant awarded in 2012 was in the range of **EUR 177 000**.

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 2013 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.

### **3.3 Exclusion criterion**

Applicants must be in conformity with Articles 106(1) and 107 to 109<sup>3</sup> of the Financial Regulation<sup>4</sup>.

### **3.4 Eligibility criteria**

#### *Eligible applicants*<sup>5</sup>

To be eligible, *applicants* must:

- Be properly constituted and registered legal persons. In application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met;

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<sup>3</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>4</sup> Council Regulation (EC, Euratom) No 966/2012 of 25 October 2012 (OJ L298, 26 October 2012); [http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm).

<sup>5</sup> Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms co-applicants, affiliated entities and associate organisations.

- Fall within one of the following categories:

1	Social partners	(i) European social partner organisations currently consulted in accordance with Article 154 TFEU <sup>6</sup>  (ii) European-level social partner organisations not covered in (i) above, for example those involved in the preparation and launch of European social dialogue at sectoral level  (iii) National or regional social partner organisations, as long as the project is part of a European approach
2	Organisations linked to industrial relations	Non-profit-making organisations/research centres/institutes, universities  Non-profit-making networks <sup>7</sup> of companies or of workers' organisations
3	Public authorities	Public authorities, including related associations and government services or agencies
4	International organisations	International organisations (such as UN Agencies) active in the fields of social dialogue and / or industrial relations <sup>8</sup>

- The lead applicant must have its registered office in one of the EU Member States<sup>9</sup>;
- Co-applicants must have their registered office in one of the EU Member States or the candidate countries<sup>10</sup>.

### ***Eligibility of actions***

To be eligible, *actions* must:

- Be linked to at least one objective of the call for proposals;
- Have the involvement of co-applicants, affiliated entities or associate organisations<sup>11</sup> from several Member States and/or Candidate Countries in the case of projects which are not submitted by a European-level or international organisation;

<sup>6</sup> An up-to-date list of these organisations can be found at <http://ec.europa.eu/social/BlobServlet?docId=2154&langId=en>.

<sup>7</sup> This means that the applicant organisation must be a network.

<sup>8</sup> Other than the ILO with which the Commission will carry out a project under joint management.

<sup>9</sup> In derogation from this requirement, international organisations, such as UN agencies, active in the fields of social dialogue and / or industrial relations, whose registered office is outside the EU Member States, are also eligible.

<sup>10</sup> In derogation from this requirement, international organisations, such as UN agencies, active in the fields of social dialogue and/or industrial relations, whose registered office is outside the EU Member States are also eligible.

<sup>11</sup> Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms co-applicants, affiliated entities and associate organisations.

- If the application is submitted under sub-programme I, have the support of a European social partner organisation (as defined in the table above on eligible applicants: categories 1 (i) and (ii)). This must be demonstrated in the application by a signed letter of support from the European social partner organisation;
- Not request a European Union grant of over 80% of the total eligible cost of the action (or 95% in the case of the derogations identified in section 3.2);
- Be fully carried out in the Member States of the European Union or the Candidate Countries<sup>12</sup>;
- Comply with the rule on the start date of actions in section 3.1.

### ***Eligible applications***

To be eligible, *applications* must:

- Be submitted by the deadlines indicated in section 3.1;
- 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 4.2 for further details on the submission of the application;
- Be complete and include **all the documents indicated in the following table**.

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

- Please note that for the following documents, the official templates, which can be accessed via the SWIM electronic application form, must be used: declaration on honour (different templates to be completed by the lead applicant and the co-applicants/affiliated entity); letter of mandate; financial identification form; legal entity form; letter of commitment; form concerning contracts for implementing the action.

1	<b>Official covering letter of the application:</b> quoting the reference of the call for proposals, with the original signature of the lead 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 lead applicant's 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.

<sup>12</sup> In derogation from this requirement, international organisations, such as UN agencies, active in the fields of social dialogue and / or industrial relations can carry out activities also at the place of their registered office.

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

3	<p><b>A declaration on honour</b> from the lead applicant and each co-applicant and affiliated entity. This must be written on the official letterhead paper of the organisation and have the original signature of the legal representative, certifying that the organisation is not in one of the situations listed in Articles 106(1) and 107 to 109 of the Financial Regulation and that it has the financial and operational capacity to complete the activity for which funding is requested.</p>
4	<p><b>A letter of mandate</b> from each co-applicant. This must follow the template provided, be written on the official letterhead paper of the organisation and have the original signature of the legal representative. It must also be submitted electronically in annex to the on-line application form.</p>
5	<p><b>For each affiliated entity, a document providing proof of the legal and /or capital link with the lead applicant or a co-applicant.</b></p>
6	<p><b>"Financial identification" form</b> of the lead 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></p>
7	<p><b>"Legal entity" form</b> of the lead applicant and each co-applicant duly completed with the original signature of the legal representative. The legal entities 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 <b>tax or VAT number</b>, if available; and</li> <li>• exclusively in the case of social partner organisations without legal personality, a signed <b>letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.</b></li> </ul>
8	<p><b>A detailed work programme</b> 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. The detailed work programme should not be longer than 10 pages.</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.</p>

9	<p><b>A budget explanation</b> 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>
10	<p><b>Letters of support / commitment:</b></p> <ul style="list-style-type: none"> <li>• if the applicant is submitting a proposal under sub-programme I, a signed letter of support from a European social partner organisation (as defined in the table in section 3.4 above on eligible applicants categories 1 (i) and (ii));</li> <li>• a signed letter of commitment from <b>each co-applicant and affiliated entity named in the application form, and for any associate organisation or third party playing a major role in or making a financial contribution to the action</b>, explaining the nature of the partner's involvement and specifying the cash amounts of any funding provided.</li> </ul> <p>The letters of support / commitment should be submitted in English, French or German.</p>
11	<p><b>A Curriculum Vitae of the person responsible for managing the action</b> (named in section A.3 of the application form) <b>and of other persons undertaking major tasks in the action</b> 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.</p>
12	<p><b>In the case of subcontracting for external expertise, the completed form "Contracts for implementing the action"<sup>13</sup>.</b></p> <p>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>14</sup>. The form should be submitted in English, French or German.</p> <p>Applicants should note that subcontracting external expertise is only admissible if the staff of the applicant organisations and affiliated entities do not have the skills required. <b>It is not permissible to subcontract the project management of the action.</b></p>

<sup>13</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>14</sup> Where the value of the procurement contract exceeds EUR 60 000, the applicant, 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 beneficiaries 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.

13	<b>The most recent balance sheets of the lead applicant and all co-applicants organisations</b> (not necessary for public bodies and international organisations such as UN Agencies). The balance sheets, 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.
14	<b>For grant requests over EUR 750 000: an external audit report</b> produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available (not necessary for public bodies and international organisations, such as UN Agencies). 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.

### **3.5. Selection criteria**

The applicant (lead and co-applicants) 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.

- 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 (the verification of financial capacity does not apply to public bodies or to international organisations, such as UN Agencies)<sup>15</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 sheets, declaration of honour and curricula vitae mentioned above.

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<sup>15</sup> The financial capacity of the applicant (lead and co-applicants) is assessed based on the analysis of the supporting documents listed in positions 2, 3, 6 and 13 in the table above (Section 3.4 "Eligible applications") and by calculating the ratio between the total assets in the applicant's balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form (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.

### 3.6 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 the consortium and broader partnership, including the degree of involvement and commitment at the application stage of the social partners/stakeholders in the action<sup>16</sup>
- iv. The extent to which the action contributes to the priorities, activities or results of European social dialogue/the debate on industrial relations
- v. The added value, i.e. the lasting impact and/or multiplier effect<sup>17</sup> of the action<sup>18</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

#### *Integrated approach*

Social partner organisations which are members of the same sectoral social dialogue committee are encouraged to adopt an *integrated approach* to their projects (e.g. both sides of industry to work together to combine different activities and to include preparatory, follow-up and dissemination activities within the same grant application). The Evaluation Committee will give priority to such projects.

Additionally, the Evaluation Committee will give priority to actions involving joint approaches of or the exchange of good practice between social dialogue committees.

## 4 PRACTICAL PROCEDURES

### 4.1 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=373&furtherCalls=yes>

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<sup>16</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>17</sup> The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral and thematic.

<sup>18</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.

## 4.2 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 3.4 "Eligible applications" above as originals as well as **one copy of all of these documents** by the submission deadlines indicated above, to the following address:

*Call for proposals VP/2013/001  
Budget heading 04.03.03.01  
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 the 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>19</sup> (although in any case, the package must be labelled with the DG EMPL address above). 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 3.4 "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.

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

[empl-04-03-03-01@ec.europa.eu](mailto:empl-04-03-03-01@ec.europa.eu)

**- PLEASE DO NOT TELEPHONE -**

<sup>19</sup> [http://ec.europa.eu/contact/mailling\\_en.htm](http://ec.europa.eu/contact/mailling_en.htm)

### 4.3 What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee. The entire evaluation procedure is expected to take around 4 months.

	<b>Stages</b>	<b>Date or indicative period</b>
a)	Publication of the call	April 2013
b)	Deadline for submitting applications	20 June 2013
c)	Evaluation period	Until mid-October 2013
d)	Information to applicants, signature of grant agreement or notification of grant decision	From late October 2013
e)	Starting date of the action (as stipulated in the grant agreement)	Between 20 October and 31 December 2013

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

The Commission may contact applicants during the procedure to request additional information. This is generally done by email. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. In case of any change of contact details, please send an email with the application VP reference and the new contact details to [empl-04-03-03-01@ec.europa.eu](mailto:empl-04-03-03-01@ec.europa.eu).

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

Unsuccessful applicants will receive a letter stating the reasons for refusal. Rejected proposals may be revised and resubmitted in accordance with a subsequent submission deadline. They will, however, only be considered if a new and complete application file including all supporting documents is sent to the Commission by the relevant deadline. Documents submitted under a previous submission deadline will not be taken into account.

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

Successful applicants will receive two original copies of the grant agreement<sup>20</sup> 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.

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<sup>20</sup> International organisations receive an agreement based on the "European Union Contribution Agreement with an International Organisation".

### ***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 planning and scheduling of such events without the Commission's prior approval and confirmation of its 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 "executive summary" part of 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=373&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**