



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Europe 2020: Employment Policies
Skills, Mobility and Employment Services

BUDGET HEADING 04 03 02 01
EaSI - PROGRESS – European Sector Skills
Councils

CALL FOR PROPOSALS

2014

VP/2014/012

Version 20/06/2014

Given the likelihood of a large number of requests for information, you are asked not to contact us by telephone.

Questions should be sent by e-mail only to: EMPL-VP-2014-012@ec.europa.eu
To ensure a more rapid response, it would be helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

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<p style="text-align: center;">BUDGET HEADING 04 03 02 01 - 1.2.4 EaSI-PROGRESS – European Sector Skills Councils</p>
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1 INTRODUCTION

1.1. European Union Programme for Employment and Social Innovation ("EaSI")

The **European Programme for Employment and Social Innovation "EaSI" 2014-2020**¹ is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

2 POLICY BACKGROUND

European Sector Skills Councils have been promoted by the European Commission with a view to acquiring a deeper understanding of skill needs at sectoral level. The "Employment Package"² called for higher investment in skills to better anticipate economic change, skills shortages and swiftly address skills mismatches. The Commission supports the creation of European Sector Skills Councils based on feasibility studies, as announced in the Europe 2020 flagship initiative "An Agenda for New Skills and Jobs"³. They will provide a focal point at sector level for improving skills intelligence, highlighting mismatches and bottlenecks and for shaping the educational and training offer. They will also facilitate peer-learning at national level by creating a European platform of exchange between labour market actors, skills intelligence observatories and education and training providers active in the sector.

3 OBJECTIVES OF THE CALL AND TYPES OF ACTION

3.1. Objectives of the call

The overall objective of the Call is to encourage new forms of collaboration between public and private actors on the labour market (such as social partners, training and education providers, labour market intelligence entities, companies including SME's, chambers of commerce, public and private employment services) to address persistent

¹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Towards a job-rich recovery, COM(2012) 173
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0173:FIN:EN:PDF>

³ <http://ec.europa.eu/social/main.jsp?catId=958>

skills shortages and mismatches and thus help fill the gap between labour supply and demand in the EU.

The operational objective of this call is to support the consolidation and continuation of European Sector Skills Councils that are beyond the feasibility phase.

The activities should aim to achieve the following technical objectives:

- 1) To provide more and better sectoral skills intelligence, based on the synthesis and compilation of existing national sources on employment trends and skills demand and supply in the sector.
- 2) To contribute to the development of skills governance at sectoral level and of national skills policies by facilitating capacity building and peer-learning amongst national skill observatories or equivalent organisations and by creating a European platform of exchange and development of joint sectoral skills projects.

Skills governance encompasses collaborative systems for aligning educational output to labour market needs, systems supporting skills-based matching on the labour market, and initiatives for better skills use by enterprises. Skills governance builds on and uses skills intelligence to affect outcomes of education and training systems and on the labour market.

Measures to be financed under this call should be concrete and action oriented and carry a true added value in terms of making a difference where rolled out.

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

Hence, in designing, implementing and reporting on the activity, beneficiaries/contractors must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

3.2. Types of actions

The Commission supports the creation of European Sector Councils on Employment and Skills ("European sector skills council" in short).

The Commission supports the establishment of European sector skills councils when there is a demand for their creation from stakeholders representing both the demand and supply of labour and in particular from the European social partners. As part of the process of setting up a European Sector Council on Employment and Skills, an analysis of the feasibility to create such a body at the European level was already conducted in a number of sectors⁴. In those sectors where feasibility study shows that a clear business case exists for a European sector skills council in the sector, applicants can proceed to setting up a European sector skills council.

The present call will not finance feasibility studies for setting up sector skills councils. Projects can only be submitted for sectors which have conducted and finalised an EU-financed feasibility study for a European Sector Skills Council. The activities to be co-financed should be exclusively related to the functioning of the European sector skills council.

Projects to be submitted in relation to the functioning of a European Sector Council on Employment and Skills have to contain the following actions:

Networking for skills development

The European sector skills councils should stimulate policy development in participating countries, by actively engaging national and regional stakeholders in its activities and by fostering ownership of the initiatives developed within the network in the participating countries.

Facilitating broad networking of stakeholders in the sector, including:

- Representatives from education and employment ministries;
- Employment services – public, private, third sector;
- Sectoral employer organisations, chambers of commerce, representatives from SMEs;
- National representatives from education and training organisations in IVET, CVET⁵, universities and research and technology centres;
- Qualification authorities;
- Representatives from other European networks or committees (Public employment services network, European Lifelong Guidance Policy Network, Euroguidance, etc);
- Representative from specific professional associations, crafts organisations, etc.

The networking of stakeholders can be organised by facilitating peer learning workshops, structured study visits or thematic working groups on specific topics or occupations in the sector. European sector skills councils can lead awareness and dissemination actions, including creation and dissemination of concrete tools to share and diffuse knowledge (website, leaflets, video-based products, conferences, seminars, etc.).

⁴ The list of sectors for which feasibility studies were already conducted can be consulted at: <http://ec.europa.eu/social/main.jsp?catId=784>

⁵ IVET – Initial Vocational Education and Training. CVET – Continuous Vocational Education and Training

European sector skills councils should organise during the 18 months of financing at least three physical meetings of the European sector skills council and an annual European conference. The annual conference should have the objective to present and disseminate the reports, outputs and activities to a wider audience of both European and national organisations and should be used as an occasion to strengthen links within the network and expand to other new countries.

As European sector skills councils are projects spanning several years (or periods of 18 months), the following list of activities indicates the appropriate actions for each period in the development of the projects. Applicants should foresee in the budget three meetings with the Commission in Brussels for two participants from the management of the project.

First period activities (for sectors which have not already benefited from a previous co-financing to run a European sector skills Council)

In the first period of functioning, European sector skills councils should:

- establish the Council's infrastructure, roles and responsibilities,
- identify and trial mechanisms of co-operation and dissemination,
- develop a work plan for the next 2-3 years with concrete deliverables and outputs,
- synthesise the available labour market intelligence in the sector, as detailed below.

As part of the first period activities, the European sector skills councils should produce reports highlighting the following aspects which can be subsumed under "skills intelligence":

1. The employment situation of the sector including forecasts and trends. Available data should be presented by sub-sectors, occupations and countries (regions), highlighting gaps in information. Both the demand and supply of skills should be presented, as well as mismatches between the educational offer and output and the labour market demands. Bottleneck occupations and instances of excess supply of skills should be particularly highlighted. The report should be data-driven, with synthetic description and analyses. This report should be based on compiling and analysing information and data already available to the members of the European sector skills council.
2. The qualitative evolution of skills in the sector, focussing on the evolution of skills within occupational groups and/or appearance of new specialisations not covered by existing occupational or skills taxonomies. It should contain information about emerging jobs, a review of factors driving changes in skills used and a synthesis of available scenarios, if available. This report should draw on existing available information, such as employers' surveys, forecast and foresight exercises and highlight gaps in information and uncertainties.
3. Innovative tools, national and/or regional strategies, local initiatives, methods put in place in the countries represented in the Council to monitor skills needs and address the question of skill mismatch and gaps in the sector. The report should analyse the main challenges in the implementation and coordination of national and regional mechanisms to adapt supply, activate skills use and in using labour market intelligence to close the skills gap.
4. Policy recommendations at national and European level based on the information collected and the analysis done as part of the reports. The recommendations should be

addressed to different stakeholders, from policy makers at different levels to companies and VET providers.

In synthesising skills intelligence trends and in the elaboration of recommendations, European Sector Skills Councils should actively engage co-beneficiaries, members and stakeholders at national or regional level, using to the highest degree possible the expert knowledge at these levels.

Second and third period activities (for sectors which have already benefited from a first co-financing to run a European sector skills Council)

Part of the second and third periods of activity, European sector skills councils should:

- Expand their membership, engaging co-beneficiaries from countries not covered in the first period of functioning. At the end of two periods/three years of functioning, European sector skills councils should cover at least 15 Member States accounting for at least 50% of EU workforce in the sector.
- Attract new membership, including networks of vocational and higher education providers, qualification authorities, research and professional organisations.
- Support capacity building at national level in countries with a significant presence of the sector, having less developed skills intelligence and skills governance arrangements.
- Prove a record of reinforced cooperation among national skills observatories participating in the network, including joint projects and activities.
- Prove a record of involvement in the activities of relevant national or regional authorities.
- Update and disseminate a range of sector skills intelligence tools.
- Develop materials relevant to jobseekers, employment services and the sector workforce informing in an accessible way career choices, up-skilling and re-skilling opportunities and possibilities for EU mobility in the sector.
- Initiate autonomously on the basis of the skills intelligence gathered new actions, e.g. developing skill sets or occupational profiles, quality standards for training, stimulating employer investment in training or campaigns for the attractiveness of the sector.
- Publish a regular report on the activities of the European sector skills council, preferably on a yearly basis, which should include an update of the skills intelligence reports elaborated in the first period of functioning, an analysis of new skills policies at Member State level and their impact on the sector, a summary of the European Sector Skills Council's activities and an assessment of their impact at EU, national and regional level as well as the main opportunities for further developing the activities.

Participation in other EU initiatives

As a focal point at sector level for coordinating European skills initiatives, European sector skills councils could mobilise resources or provide guidance on:

- The establishment of Sector Skills Alliances and Knowledge Alliances under the Erasmus + programme;
- Supporting apprenticeship and traineeship schemes in the sector with the goal of addressing youth unemployment.
- Targeted mobility schemes aimed at solving bottlenecks in the sector through increased mobility of workers on the EU labour market.
- Participation in the reference groups contributing to the elaboration of the ESCO classification.
- Disseminating information on skill gaps and opportunities by contributing to the analytical highlights of the EU Skills Panorama
- Developing and maintaining quality standards for training in line with EQUAVET, particularly with regard to the labour market relevance of vocational training programmes/institutions.
- Feeding into and reinforcing the sectorial social dialogue on skills.
- Participate in joint actions with other European sector skills councils and in EU initiatives relevant to the sector.

All reports produced with EU financial support should become publicly available including for use and publication in the EU Skills Panorama.

The composition of the consortium (lead and co-applicants):

The consortium shall include European umbrella organisations as well as national organisations from at least 10 EU Member States.

European sector skills councils should encompass as part of the consortium sector specific organisations representing both demand and supply on the labour markets:

- a. labour demand actors and employment services, e.g. employers' organisations and in particular SME representatives, employment services, research institutes or technological platforms;
- b. labour supply actors, e.g. trade unions and education, training and guidance providers (organisations developing initial and continuing vocational education and training and/or tertiary education, qualification authorities, organisations involved in recognition and accreditation of sectoral skills or occupational profiles, research institutes).

For the management of the grant agreement only the lead applicant will submit the application. The application will specify the other co-applicants. The contract will be signed by the lead applicant but all the co-applicants are equally responsible for the implementation of the terms of the contract. More information on the conditions governing the grant agreements is available in the financial guidelines for applicants annexed to the present call document.

4 TIMETABLE

Stages	Date and time or indicative period
Deadline for submitting applications	03 September 2014
Evaluation period	October-November 2014
Signature of grant agreement or notification of grant decision	December 2014
Starting date of the action/ work programme	January 2015

5 AVAILABLE BUDGETARY ALLOCATION FOR THE CALL FOR PROPOSALS

The total indicative amount available for this call for proposals is EUR 600.000. Grants are expected to be in the range of EUR 300 000 per application selected.

The Contracting Authority reserves the right not to distribute all the funds available.

6 SUBMISSION AND EVALUATION OF GRANT APPLICATIONS

6.1 Submission of the applications

Applications must be submitted electronically online (see section 8 below) and sent by post to the European Commission by the deadline for submission indicated below, preferably in English, French, or German language. However, it should be noted that applications in other EU Community language will be accepted.

The deadline for the submission of complete applications is 03 September 2014 .

Applications will be examined by an Evaluation Committee.

Applications will be examined and selected taking account of the provisions of Regulation (EU) No 1296/2013 establishing the EaSI programme and the criteria laid down in this document.

6.2 Start date and duration of the actions

The actions should start after signature of grant agreements. The indicative date for the start of the projects is January 2015.

Any expenditure incurred before the start of the eligibility period will not be taken into account.

The maximum initial planned duration of an action is 18 months. Applications for actions with an initial planned duration in excess of 18 months will not be considered.

Extensions after the maximum initial planned duration will not be granted, except in very exceptional circumstances if it becomes impossible to complete the project within the

scheduled period for reasons beyond the control of the beneficiary, duly notified in advance and before the deadline specified in the grant agreement.

6.3 Co-financing rates

Under this call for proposals, the European Commission may finance up to 80% of the total eligible cost of the action. Contributions in kind (i.e. contributions for which no financial flow can be traced in the written accounts like unpaid charity work by a private individual or corporate body, etc.) will not be taken into account.

Applications which request a grant of more than 80% of the total eligible cost will not be eligible.

7 EVALUATION CRITERIA

7.1 Exclusion criteria

Applicants must not be in one of the situations referred to in Article 131(4) in combination with Articles 106(1), 107 and 109(2)(a) of the Financial Regulation . 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 Community budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

7.2 Eligibility criteria

Applicants (lead applicant and co-applicants) must:

- 1) 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
- 2) be established in one of the EaSI-PROGRESS participating countries, i.e.:
 - EU Member States.
 - EFTA/EEA countries, in accordance with the EEA Agreement.
 - Candidate and potential candidate countries, in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes.

Concerning EFTA/EEA countries, candidate and potential candidate countries, only Iceland is supposed to have finalized the agreement before the deadline for the submission of the proposals.

Therefore applicants and co-applicants from EFTA/EEA countries, candidate and potential candidate countries should check with the secretariat of the call (EMPL-VP-2014-012@ec.europa.eu) their eligibility for the 2014 call for proposals.

3) Fall within one of the following categories: European or national social partners, public authorities, sectorial skills observatories, non-profit making organisations, research centres and institutes, universities and civil society organisations.

To be eligible, actions must:

- Be in line with the objectives and type of actions described in section 3;
- Be carried out in cooperation between applicants (lead and co-applicants) from at least 10 different EaSI participating countries;
- Be within one of the sectors for which there is already available a feasibility study financed by the Commission (see footnote 4).
- Comply with the rules on subcontracting set out in the financial guidelines for applicants (Annex II).
- Be fully carried out in the EaSI participating countries.
- Not benefit from other EU funding.

To be eligible, applications must:

- Be submitted by the deadline indicated in section 6.1;
- 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 8 for further details on the submission of the application;
- Be complete and include all the documents indicated in the checklist in Annex 1. Where specified in the checklist, documents must bear the original signature of the applicant's legal representative.

7.3 Selection criteria

The applicants (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 considered for the award of a grant.

7.3.1 Financial capacity

The applicants must have access to solid and adequate funding to maintain their activities for the period of the action and to participate in its financing it as necessary.

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

- Declaration on honour (see Annex I, checklist, point 3).
- The annual balance sheet and profit and loss accounts available from the last financial year (see Annex I, checklist, point 10).

- Profit and loss accounts and balance sheet summary for the lead and co-applicant organisations (see Annex I, checklist, point 11)

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

7.3.2 Operational capacity

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. The applicant must have a strong track record of competence and experience in the area and in particular in the type of action proposed.

Applicants must provide evidence of their operational (technical, management) capacity by producing:

- A list of the main projects carried out, if any, in the last three years relating to the subject of the call (see Annex I, checklist, point 14).
- The curriculum vitae of the persons responsible for managing the action for performing the main tasks (see Annex I, checklist, point 13).
- Declaration on honour (see Annex I, checklist, point 3).

If the lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated on that basis⁶. In addition, the costs that are allocated to the non-eligible co-applicant will be removed from the budget. If the application is selected, the work programme will have to be adapted as appropriate.

7.4 Award criteria

The grants will be awarded on the basis of a comparative evaluation of all the proposals meeting the above-mentioned eligibility and selection criteria with respect to the following award criteria, the respective importance of each one being expressed as a percentage:

- The extent to which the action meets the objectives and priorities of the call for proposals; the extent to which the actions planned are adequate and feasible for reaching the objectives (20%)
- The quality of the action proposed: and the overall clarity and completeness of the proposal and budget estimation (20%)
- The quality of consortium, i.e. the involvement of relevant national and EU level organisations and the division of tasks among applicants (20%)
- The added value, geographical coverage, transnational dimension and foreseen impact at national and EU level (20%)
- The cost-effectiveness of the action (20%).

In order to be considered for co-financing, the projects must obtain the minimum of 70% of the total (100) available points.

⁶ This includes a re-evaluation of the eligibility of the modified consortium.

Funding will be awarded to proposals with the highest scores of merit, to the extent of available budget for this call.

8 PRACTICAL PROCEDURES

Where can the application form be found?

The compulsory on-line grant application form is an electronic form which must be filled in by using the Internet Web system "SWIM" at the following internet address:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do?lang=en>

This system allows the introduction, edition, validation, printing and submission of the grant application form. Once the application is submitted electronically, a print out of an exemplar has to be signed by the legal representative submitting the proposal and be sent to the Commission as per point 6.1 above. After submission of the application electronically no changes are possible.

Please note that the submission must be done both electronically and on paper. The paper version must contain the originals (signed documents, whenever a signature is requested for a particular document). Copies of signed documents will not be accepted.

Applications that do not contain all the necessary documents whether electronically or on paper will not be evaluated.

At the above quoted web site other requested forms and other useful documents can be found.

Where does the application need to be sent?

Please send your application, together with all the other documents listed in the checklist under section 7.2 "**Eligibility criteria**" 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/2014/012
European Commission – DG EMPL/C3
Jackie Morin
J-27 05/051
BE – 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). Any applications sent by other means (for example fax) or to other addresses will be rejected.

Hand-delivered applications must be received by the European Commission at the latest by 16.00h on the last day for submission. The **only address for hand deliveries** of documents to the European Commission is: **Avenue du Bourget 1, B-1140 Evere, Belgium**⁷. Proof of

⁷ http://ec.europa.eu/contact/mailling_en.htm

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 checklist under **section 7.2 "Eligibility criteria"**;
- print the documents double-sided, where possible;
- only use 2-hole folders. **Please do not bind or glue the dossiers** (stapling is acceptable).

The application must comprise at least one copy along with the original.

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

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

EMPL-VP-2014-012@ec.europa.eu

- PLEASE DO NOT TELEPHONE –

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals.

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 days before the deadline for submission of proposals.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices in the course of the evaluation procedure, will be published on the DG Employment website : <http://ec.europa.eu/social/main.jsp?langId=en&catId=629> . It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee.

The European Commission will notify applicants when the evaluation procedure is finished. Requests concerning the progress of dossiers sent prior to the end of the evaluation procedure will not be answered.

Rejected applications

Applicants of rejected applications will receive a letter stating the reasons of refusal.

Selected applications

Successful applicants will receive two original copies of the grant agreement⁸ 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.

The financial guidelines for applicants (annex II) explains in greater detail other important considerations concerning agreements governing the award of grants.

9 EASI– ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2014

Guide on how the activities shall be carried out

a) Publicity and information requirements

Beneficiaries/contractors must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

This (publication, conference, video, xxx) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult: <http://ec.europa.eu/social/easi>

The European emblem must appear on every publication or other material produced. Please see:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Every publication must include the following:

The information contained in this publication does not necessarily reflect the official position of the European Commission.

b) Monitoring information

⁸ See section 6 of Annex II – Financial Guidelines for Applicants

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached or will be provided.

In setting up the action, beneficiaries/contractors must foresee the necessary funding for monitoring and reporting to the Commission.

c) Communication and dissemination plan

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

At final report stage, the Beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

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ANNEX I

Checklist of documents to be submitted

1	Official covering letter of application quoting the reference of the call for proposals and bearing the original signature of the lead applicant's legal representative and quoting the proposal reference number generated by the SWIM application (VP/2014/012/XXX).
2	Print-out of the duly completed SWIM application form submitted on-line (https://webgate.ec.europa.eu/swim/external/displayWelcome.do?lang=en), 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.
3	Print-out of the SWIM Annex : Declaration on honour from the lead applicant and each co-applicant. 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.
4	Print-out of SWIM Annex : Letter of mandate 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.
5	Free-format : For any affiliated entity, a document providing proof of the legal and /or capital link with the lead applicant or a co-applicant.
6	Print-out of SWIM Annex: "Financial identification" form of the lead applicant organisation duly completed with the original signature of the account holder. This form should also bear the original signature and stamp of the Bank or if not a copy of a recent bank statement. This form can also be found at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
7	Print-out of SWIM Annex "Legal entity" form of the lead applicant and each co-applicant duly completed and bearing the original signature of the legal representative.

	<p>This form can be found at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</p> <p>Applicants (lead applicants and co-applicants must also provide:</p> <ul style="list-style-type: none"> • a copy of the certificate of official registration or other official document attesting to the establishment of the entity (for public bodies, a copy of the law, decree or decision establishing the entity in question); • a copy of the articles of association/statutes or equivalent proving the eligibility of the organisation (not applicable for public bodies or international organisations); • a copy of a document showing the identification number for tax purposes or the VAT number, if applicable. <p>Exclusively for social partner organisations with no legal personality, a letter from their representative stating his/her capacity to assume legal obligations on their behalf (annex to the on-line application form) must be submitted.</p>
8	<p>Print-out of SWIM Annex F.3 : Letters of commitment:</p> <p>A signed letter of commitment from each co-applicant, any affiliated entity named in the application form and any associate organisation playing a role in and/or making a financial contribution to the action explaining the nature of the organisation's involvement and specifying the cash amounts of any funding provided. Similarly, a signed letter of commitment from any third party making a financial contribution to the action, specify the cash amounts of any funding provided.</p> <p>The letters of commitment should be submitted in English, French or German.</p>
9	<p>Print-out of SWIM Annex F.4: "Contracts for implementing the action". In the case of subcontracting for external expertise where the value of external contracts exceeds EUR 5 000, detailed information on the reasons and tasks to be subcontracted and about the selection procedure of the subcontractor must be included in the form. The form should be submitted in English, French or German⁹.</p> <p>Important additional information concerning the award of contracts can be found in Annex II of this call.</p>
10	<p>The most recent balance sheet and profit and loss account of the lead and co-applicant organisations (not necessary for public bodies). The balance sheet must include assets and liabilities. The applicant should specify which currency is being used in the balance sheet.</p>
11	<p>Profit and loss accounts and balance sheet summary for the lead and co-applicant organisations which must follow the template provided in SWIM and must be signed by the legal representative of each organisation (not applicable for public bodies)</p>

⁹ 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 II 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").

12	Curriculum vitae of the person responsible for managing the action (named in section A.3 of the on-line application form) and the persons who will perform the main tasks (named under "Management/Coordination" and "Administration/implementation of the project" under "Heading 1 – Staff costs" of the Budget in the on-line application form). The CVs should indicate clearly the current employer.
13	SWIM Annex: Description of the action presenting the activity plan for the project should be submitted in English, French or German. The paper version must be identical to the electronic version.
14	A list of the lead and co-applicant organisations' main projects carried out, if any, in the last three years relating to the subject of the call.
15	<p>Free format SWIM Annex : Detailed work programme for the project. This is a separate document (5 pages) in addition to the description of the project in the online application form and it must also be submitted electronically. The paper version must be identical to the electronic version.</p> <p>The detailed work programme must provide a detailed and comprehensive description of the project, including clear information on the objectives, methodology, deliverables, dissemination plans and a timetable for the activities. In the timetable the applicant should use milestones for the different activities without mentioning specific dates (e.g. use "month 1, month 2..." without specifying the day and month). The work programme should include a division of roles between the organisations implicated in the project and details on the running of the partnership. The detailed work programme should be submitted in English, French or German.</p>

CALL FOR PROPOSALS

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ANNEX II

FINANCIAL GUIDELINES FOR APPLICANTS

Annex II is available on the call website:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=629>