



EUROPEAN COMMISSION

Employment, Social Affairs and Equal Opportunities DG

Social Dialogue, Social Rights, Working Conditions, Adaptation to Change
Working conditions and Adaptation to change

BUDGET HEADING 04.04.01.03

**RESTRUCTURING, WELL-BEING AT WORK AT WORK AND
FINANCIAL PARTICIPATION**

CALL FOR PROPOSALS

2007

VP/2007/005

In view of the large number of enquiries, please do not telephone.
Questions should be sent by e-mail only to: empl-04-04-01-03@ec.europa.eu.

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

The French version of the call is the original.

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BUDGET HEADING 04.04.01.03

Restructuring, well-being at work and financial participation

1 GENERAL CONTEXT OF THIS CALL OF PROPOSALS

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

Until now, the implementation of the open methods of coordination in the employment and social inclusion/social protection fields relied on two distinct Community programmes. Equally the promotion of gender equality and of the non-discrimination principle was at the core of two distinct Community programmes. And lastly promotion of labour law including health and safety regulations were dealt with by separate interventions.

With the view of fostering greater coherence and simplification in the way Community programmes are delivered, the Commission proposed that all these separate programmes be now integrated into one framework programme, PROGRESS.

The Decision n°1672/20006 establishing a Community programme for employment and social solidarity – PROGRESS was adopted by the European Parliament and the Council on 24 October and published in the OJ on 15 November.

PROGRESS overall aim is to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

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

More specifically, PROGRESS will support:

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

It is divided up into five policy sections which are (1) Employment, (2) Social inclusion and social protection, (3) Working conditions, (4) Non-discrimination and (5) Gender Equality.

Against this background, PROGRESS pursues the following general objectives, as set out in article 2.1 of the Decision:

- (1) to improve the knowledge and understanding of the situation prevailing in the Member States and in other participating countries through analysis, evaluation and close monitoring of policies;
- (2) to support the development of statistical tools and methods and common indicators, where appropriate broken down by gender and age group, in the areas covered by the programme;
- (3) to support and monitor the implementation of Community law, where applicable, and policy objectives in the Member States, and assess their effectiveness and impact;
- (4) to promote networking, mutual learning, identification and dissemination of good practice and innovative approaches at EU level;
- (5) to enhance the awareness of the stakeholders and the general public about the EU policies and objectives pursued under each of the policy sections;
- (6) to boost the capacity of key EU networks to promote, support and further develop EU policies and objectives, where applicable.

The present call for proposals is issued in the context of the implementation of the 2007 annual plan of work which is consultable at http://ec.europa.eu/employment_social/progress/docs_en.html

GENERAL REMARKS ON HOW THE ACTIVITIES SHALL BE CARRIED OUT

The PROGRESS Programme aimed at promoting gender mainstreaming in all its five policy sections and commissioned or supported activities. Consequently, the Beneficiary will take the necessary steps to ensure that its staff respects the gender balance at all levels. It will also pay due attention when appropriate to the gender dimension of the action / work programme for which the grant has been awarded.

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

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

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

2. WHAT ARE THE AIMS OF THE CALL

The PROGRESS programme related to working conditions aims to develop and support a positive and proactive approach to change through the promotion of exchange of information, particularly concerning the social and economic consequences.

This call is to provide subsidies to promote development and dissemination of better expertise and capabilities among the actors concerned in the areas of anticipation, preparation and the accompanying socially acceptable response when restructuring occurs. Appropriations will be used to finance conferences, meetings, networks, studies, and other activities to achieve these objectives and promote the actions presented in the European Commission communication on Restructuring and employment – anticipating and accompanying restructuring in order to develop employment: the role of the European Union (COM (2005) 120 final).

This call also covers measures to promote employees' financial participation within the meaning of the Commission Communication relating to a Framework on the promotion of the employees' financial participation (COM(2005) 364 final), and particularly those to develop exchange of information and good practice.

The PROGRESS programme related to working conditions is to support the promotion of exchange of information and development of networks of professionals, in particular concerning health and well-being at work and the economic, social and human consequences arising from changes in the world of work.

In view of these objectives, 3 sub-programmes have been defined:

| | |
|-----|---|
| I | Improvement of expertise concerning restructuring |
| II | Better understanding of health and well-being at work during change |
| III | Promoting the financial participation of workers |

This call for proposal will commit €1,800,000 for 2007.

3 TYPES OF MEASURES WHICH CAN BE CO-FINANCED

I. Improvement of expertise in restructuring.

This sub-programme is to improve expertise regarding anticipation, preparation and social support during restructuring (in particular on a European scale and from a comparative point of view), to encourage innovation and exchange of information, develop the capabilities of those who play an active part in restructuring (companies, workers, social partners, industrial associations, public authorities, non-profit making organisations, research centres and institutes, universities, conversion and development agencies, counselling and support centres) to promote and develop good practice in Europe.

Anticipation, preparation and social support during restructuring concerns four levels:

- a) the company;
- b) the region;
- c) the sector;

d) the European level.

The following activities can be co-financed:

- a) conferences or seminars on restructuring, including preparatory studies;
- b) studies and measures to develop European social legislation (implementation of directives connected in particular to the processes of information and of consultation of workers' representatives at the time of restructuring);
- c) studies and measures to reinforce the collection and use of information on national systems to anticipate, prepare and accompany restructuring and on developments at European Level (rules, stakeholders, institutions, developments, etc.);
- d) initiatives to promote understanding of innovative and effective practices regarding restructuring;
- e) initiatives to support the preparation of the future report by the European Commission on *restructuring in Europe*;
- f) exchange expert experience through meetings and networks.

To be eligible, projects have to meet the following criteria (see 4.3):

- have a transnational dimension, i.e. be promoted by a European (or international) organisation or associated with partners (or participants) from various countries (EU+EFTA/EEA) or covering the transnational problems clearly.

Priority will be granted to projects:

- which have among their partners or their participants, organisations or persons presence in at least 10 participating countries (EU + EFTA/EEA);
- associating various actors and encouraging dialogue and partnership between companies, trade unions, public authorities, organisations of civil society and other actors;
- having a sustainable multiplier effect;
- Comprise an important dissemination element.

II. Better understanding of health and well-being at work faced with change

This sub-programme is to promote better knowledge of health and well-being at work within the framework of workers' adapting to rapid changes in the world of work. Job satisfaction has several elements including employment security, income level, organisation of work and interpersonal relations. The components of well-being at work and how they are affected by restructuring are not well understood. Projects encouraging a better understanding of the factors causing stress and resistance to change, networking, and exchange of information and dissemination of good practice can be financed,

The following activities can be co-financed:

- Creation of expert networks in social psychology and health at work with a specific focus on the preparation and accompanying measures for workers and managers experiencing changes in the world of work and management of the associated stress. The objective is to produce recommendations and a guide of good practice to avoid or reduce the harmful consequences of restructuring on human health and identify preventative measures.

- Develop a European network of researchers focused on the improvement of working conditions with a view to preparing a platform to exchange and co-ordinate priorities for research establishments and improve preparation of co-ordinated projects.
- organise seminars, conferences, meetings and disseminate results by publications and internet.
- Innovative interdisciplinary research to identify the factors connecting health and work beyond traditional boundaries.
- Preparatory research seeking to identify the problems of contents, application, follow-up and checking of the practices and tools which encourage a better adaptability to work.

To be eligible, projects have to meet the following criteria (see 4.3):

- a confirmed transnational dimension, i.e. to be supervised by a European or international organisation or active associate partners in various countries (EU+EFTA/EEA).

Priority will be granted to projects:

- bringing together high level research workers and experts recognised by their peers at European Level.
- In cases where projects are submitted by national or regional social partner organisations, the relevant European Organisation should be amongst the active partners;
- which identify the elements of well-being of workers when a brutal change at work occurs;
- which promote good practice and the tools to accompany or prepare for change;
- which prevent the negative health consequences or psychosocial risks arising from changes at work;
- have a sustainable multiplier effect;
- have an innovative dimension.

III. Promoting the financial participation of workers

Under this sub-programme, the objectives of the projects are to exchange information and good practice, improve knowledge of financial participation systems, contribute to better comprehension of the advantages of these systems and obstacles to their further development and training social partners to operate financial participation systems.

The following actions can be co-financed:

- meetings, seminars and conferences.
- Networks.
- training activities.

Innovative projects will have priority. Innovative projects must improve the availability of information regarding the practice of these schemes and which associate partners of various sectors and participating countries. The quality of the partnership is an important criterion. For projects not proposed by social partners, their involvement will be considered positive.

4 EXAMINATION OF GRANT APPLICATIONS

4.1 Submission and implementation dates

Only applications for operations starting in 2007 will be considered. In view of the time needed to examine applications, operations may not start before the deadlines given below. Applicants should note that if their project is approved they will not necessarily receive the grant agreement prior to the operation starting dates indicated 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.

Applications will be examined by an Evaluation Committee which will meet within 30 working days following the deadlines for submission indicated below. For each meeting of this committee, complete applications must be submitted to the European Commission by the deadline.

The available amount may be exhausted before the end of the budget year and it is therefore in the applicant's interest to submit a proposal as early as possible.

The **deadlines** for the submission of applications are as follows:

- **2nd May 2007** for operations commencing no earlier than **1st July 2007** (indicative amount foreseen depending on the quality of projects submitted: **€720 000**);
- **3rd September 2007** for operations commencing no earlier than **1st November 2007** and no later than **22 December 2007** (indicative amount foreseen depending on the quality of projects submitted: **€1 080 000**).

Proposals which indicate an earlier starting date than the ones indicated above will not be considered by the Evaluation Committee.

Applications will be examined and selected taking account of the budget comment and the criteria laid down in this document (see below).

4.2 Co-financing rates for the sub-programmes

This budget line makes it possible to support projects where applicants contribute a share of at least 20% of the total cost of the activity. Contributions in kind will not be taken into account. Any subsidy request higher than 80% will be excluded automatically from the selection.

4.3 Eligibility and selection criteria

Eligibility of the applicants

To be eligible, applicants must:

- Be properly constituted and registered legal persons. In derogation from this requirement, with regard to grants attributed for operations falling within the scope of

Article 138 of the EC Treaty, social partner organisations without legal personality are also eligible.¹

- Fall within one of the following categories:

| | |
|--|---|
| Social partners | European social partner organisations currently consulted in accordance with Article 138 of the Treaty. A list of these organisations is included in Annex 5 of the European Commission's Communication on <i>Partnership for change in an enlarged Europe – Enhancing the contribution of European social dialogue</i> (COM(2004) 557 final) National or regional organisations affiliated to such organisations as long as the project is part of a European approach European social partner organisations not covered by the above, for example for operations involving the preparation and launch of European social dialogue at sectoral level |
| Organisations linked to restructuring | Non-profit-making organisations, research centres and institutes, universities |
| Public authorities | National and regional authorities, including related associations and government services or agencies |
| Research establishments and universities | Research departments of universities and centres of excellence recognised in socio-economic research, occupational psychology, social sciences or medical research in its aspects related to general health at work |
| International organisations (ILO, WHO or others) | The UN agencies, particularly their departments related to public health, to work and to health at work may be associated with the European projects if their participation brings added value to the transnational projects |
| Organisations of civil society | Organisations or non-profit-making associations independent of public and active authorities in the field of restructuring, health at work, prevention of risks and financial participation |

- Have their registered offices in one of the EU or EFTA/EEA Member States²;
- Not be in one of the situations referred to in Articles 93 and 94 of the Financial Regulation.³

¹ Commission Communication relating to the eligibility of social partner organisations (C/2003/2014) adopted on 1 July 2003. In this case, the signatory of the grant agreement, duly authorised, commits jointly and severally the members of the organisation he represents.

² The participation of the latter countries is conditioned by the payment of their contributions to the PROGRESS Programme to cover the participation in 2007.

³ 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. See the Financial Regulation OJ L 248, 16.9.2002, p. 1-48: <http://eur-lex.europa.eu/JOhtml.do?uri=OJ:L:2002:248:SOM:EN:HTML>

Eligibility of operation

To be eligible, operations must:

- Be linked to at least one objective of this call;
- In the case of the proposal not being submitted by a European or International organisation, the operation must be carried out in co-operation between partners of the various countries (EU+EFTA/EEA);
- Comply with the European Community co-financing percentage of maximum 80 %;
- Be fully carried out in the countries of EU and of EFTA/EEA;
- Comply with the subcontracting rules of the call for proposals indicated in Annex I;
- Comply with the rules on dates of submission and start of the operation in section 4.1.

Eligibility of the application

To be eligible, applications must:

- Be sent by the deadlines indicated in section 4.1;
- 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:

| | |
|---|---|
| 1 | Official covering letter of application: quoting the reference of the call for proposals, with the original signature of the applicant's legal representative. |
| 2 | Print-out of the duly completed and submitted on-line application form (https://webgate.cec.eu.int/swim): dated and with the original signature of the legal representative. NOTE: The on-line form <u>must first be electronically submitted before printing</u> . After the electronic submission no further changes to the application are possible. |
| 3 | A signed declaration of honour (Annex D.1 to the on-line application). This must be written on the official letterhead paper of the applicant organisation and to have the original signature of the legal representative, certifying that the applicant organisation is not in one of the situations listed in Article 93 of the Financial Regulation and has the operational and financial capacity to lead the proposed action to a positive outcome. NOTE: The signed declaration of honour must be submitted as paper version. |
| 4 | "Financial identification" form duly completed with the original signature of the legal representative and the original signature and stamp of the bank. The financial identification form can be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm |
| 5 | "Legal entities" form duly completed with the original signature of the legal representative. The legal entities form can be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm Applicants must also provide: <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 (where this exists); |

| | |
|----|--|
| | <ul style="list-style-type: none"> • a copy of its articles of association/statutes or equivalent, proving the eligibility of the organisation; and • a copy of a document confirming the applicant's tax or VAT number, if available. |
| 6 | <p>Detailed work programme for the project. This has to be a separate document – the project description in the on-line application form is not sufficient.</p> <p>Detailed work programme must provide a detailed description of the project and a timetable for the activities. The detailed work programme should be submitted in English, French or German.</p> <p>NOTE: The detailed work programme <u>must also be submitted electronically as Annex to the on-line application form</u>. The electronic version must be identical to the paper version of the document in question.</p> |
| 7 | <p>Letters of support:</p> <ul style="list-style-type: none"> • if the applicant is submitting a proposal under sub-programme I, a signed letter of support from the European social partner organisation demonstrating its involvement in the project; • in all other cases, if partners are involved in project management, for example providing scientific support and/or financing, a letter of commitment from each of the partners, explaining the nature of their involvement and specifying the cash amounts of any funding provided. |
| 8 | <p>Draft tender specification in case of subcontracting for external expertise: Applicants wishing to recruit the services of external experts must provide a copy of the draft tender specifications. This applies to <i>any</i> amount of external expertise above € 3 500. This requirement does not apply to public authorities which are already governed by a system of procurement rules.</p> <p>To assist applicants, a model for tender specifications is included in Annex III. Important additional information concerning the award of contracts can be found in Annex I.</p> |
| 9 | <p>The most recent balance sheet of the applicant's organisation demonstrating the financial capacity of the applicant. The Commission reserves the right to request balance sheets from previous years, if necessary.</p> |
| 10 | <p>For grant requests over €500 000, an external audit report produced by an approved auditor, certifying the last year available and assessing financial viability (not necessary for public bodies and international organisations).</p> |
| 11 | <p>A brief curriculum vitae of the project manager indicating clearly the current employer with whom there exists either a permanent or temporary contract of employment</p> |

Selection criteria

The applicant must have the financial and operational capacity to complete the activity for which funding is requested. Thus the applicant must have access to solid and adequate funding to maintain activities for the period of the project and to help finance it as necessary and must have the operational resources (technical, management) needed to successfully complete the activity.

The financial capacity should be proven by the annual balance sheets and declaration of honour. The operational capacity should be equally demonstrated by a declaration of honour and curriculum vitae mentioned above.

4.4 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 operation meets the objectives and priorities of the call
- ii. The extent to which the operation has a genuine transnational dimension
- iii. The quality of partnerships, i.e. the degree of involvement and commitment at the application stage of the social partners/stakeholders in the operation⁴
- iv. The added value and innovativeness of the operation
- v. The lasting impact and/or multiplier effect of the operation⁵
- vi. The cost-effectiveness of the operation
- vii. The arrangements to publicise the operation and dissemination methods envisaged
- viii. The overall quality, clarity and completeness of the proposal and budget explanation

The Commission reserves the right to reject proposals from organisations which have failed to comply with their contractual obligations in relation to earlier agreements.

The Evaluation Committee also reserves the right when assessing projects to take into account the effectiveness and added value of previous projects undertaken by the applicant with Community funding.

5 PRACTICAL PROCEDURES

5.1 Where can the application form be found?

The compulsory on-line grant application form as well as the other requested forms and other useful documents (e.g. the European Communities' Financial Regulation and Implementing Rules) can be found at the following Internet address:

http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm

5.2 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 **4.3 Eligible applications**" above as originals as well as **one copy of all these documents** by the deadlines indicated above, to the following address:

***European Commission – DG EMPL/F.3
Call for proposals VP/2007/005
Archives – courier J27 00/115
B – 1049 Brussels
Belgium***

⁴ 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.

⁵ The multiplier effect refers to how the project and its results will promote change in other fields, e.g. geographical, sectoral, thematic, etc.

Please send your application by registered mail or express courier service only and keep proof of the date of sending (the date of 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 on the last day for submission. The address for hand deliveries of documents for the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium. 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.

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

- Follow the order of documents as listed in the table under section 4.3 "Eligibility and selection criteria – Eligible applications"
- Print the documents double-sided, where possible
- Use only 2-hole folders (please do not bind or glue)

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

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

empl-04-04-01-03@ec.europa.eu

- PLEASE DO NOT TELEPHONE -

5.3 What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee, which will meet within 30 working days following the deadline for submission.

Rejected applications

The European Commission will notify unsuccessful applicants no later than one month after the meeting of the Evaluation Committee at which the application was examined. Rejected proposals may be resubmitted following amendments. They will, however, only be considered at a subsequent meeting of the Evaluation Committee, if a new and complete application file including all supporting documents is sent to the Commission by the relevant deadline. Documents submitted to previous meetings of the Evaluation Committee will not be taken into account.

Requests concerning the progress of dossiers sent prior to the elapse of these time periods will not be answered.

Selected applications

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

The following section explains in greater detail other important considerations concerning agreements governing successful grant awards.

6 REMARKS ON THE AGREEMENT GOVERNING THE GRANT

The payment arrangements will be laid down in the agreement. They depend on the duration of the agreement and the amount of the grant.

The European Commission reserves the right to reject and/or limit the funding of specific elements in the budget estimate and to adapt the amounts and the co-financing rate.

The Commission may also adjust the duration of the operation proposed in the application.

The grant agreement may only be modified (notably the budget and the implementation period) in exceptional circumstances. Such requests must be received no later than one month before the end of the period stipulated in the agreement. **In general the duration of an operation is 12 months.**

The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to terminate the agreement and demand the full repayment of all sums received by the beneficiary under it.

Successful applicants should consult the section on subcontracting in Annex I and note that the Commission reserves the right to verify that the beneficiary has carried out the subcontracting in accordance with the description provided and with the rules included in the grant agreement. Failure to comply with these conditions will constitute grounds for non-acceptance of the costs of subcontracting in the final accounts of the beneficiary.

In accordance with the General conditions, the Beneficiary is under the obligation to acknowledge that the present activity has received funding from the European Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of PROGRESS the following formulation shall be used:

This (publication, conference, training session) is supported by the European Community Programme for Employment and Social Solidarity (2007-2013). This programme was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

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

The Programme has six general objectives. These are:

- (1) to improve the knowledge and understanding of the situation prevailing in the Member States (and in other participating countries) through analysis, evaluation and close monitoring of policies;
- (2) to support the development of statistical tools and methods and common indicators, where appropriate broken down by gender and age group, in the areas covered by the programme;

- (3) to support and monitor the implementation of Community law, where applicable, and policy objectives in the Member States, and assess their effectiveness and impact;
- (4) to promote networking, mutual learning, identification and dissemination of good practice and innovative approaches at EU level;
- (5) to enhance the awareness of the stakeholders and the general public about the EU policies and objectives pursued under each of the policy sections;
- (6) to boost the capacity of key EU networks to promote, support and further develop EU policies and objectives, where applicable.

For more information see: http://ec.europa.eu/employment_social/progress/index_en.html

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

With regard to publication and any communication plan linked to the present, action the Beneficiary will insert the European Union logo and any other logo developed for the employment and social solidarity fields.

Failure to respect this requirement will constitute grounds for penalties.

The project manager should keep the Commission informed on the development of the operation and informed in good time of the main events being organised as part of the operation. It should be noted that the Commission covers the travel and subsistence costs of its own officials and these should not therefore be included in the project budget estimate.

No later than three months after the end of the agreed implementation period for the operation (unless otherwise stated in grant agreement), the following documents must be submitted to the Commission:

- A final report on the implementation of the action
- A final financial statement of the eligible costs actually incurred, following the structure of the estimated budget
- A full summary statement of the receipts and expenditure of the action
- A list of participants with the original signatures of participants, and details of all products developed for the operation itself or as a result of the operation, in the various languages provided for in the project.
- Where required under the terms of the agreement, an external audit report on the action's accounts.

The balance of the grant will not be paid, and sums already received will have to be paid back, if any of these items is missing.

The final report on the implementation of the action, should at a minimum answer the questions listed in Annex II of this call for proposals. Should the final report on the implementation of the action be deemed to be inadequate and of low quality, the Commission reserves the right to request additional information and, if necessary, to suspend the final payment until the requested information is provided.

Supporting documents must be kept for a period of five years from the date of payment of the balance for the purposes of any on-the-spot inspections.

The name and address of each beneficiary, the subject of the grant, the grant amount and the rate of funding will be published on the Internet site of the Commission.

ANNEX I

IMPORTANT ADDITIONAL INFORMATION CONCERNING THE PROJECT BUDGET ESTIMATE

Any information which cannot be included in the budget in the on-line application form, should be included and explained in the detailed budget explanation which applicants are also required to submit. The detailed budget explanation should follow the format and budget item numbering of the budget in the on-line application form.

The attention of applicants is drawn to the points below and it should be noted that applications with unclear and incomplete information relating to any of these points will be rejected by the Evaluation Committee (see section 4.4 on Award criteria, point viii):

General points:

- The estimated budget must be expressed in €(euro).
- There can be no duplicate European Community funding of the same expenditure.
- If actual eligible expenditure is lower than estimated, the European Community's contribution will be reduced in proportion. If the costs are higher, the contribution cannot be increased.
- These appropriations are exclusively earmarked for funding specific operations, and organisations' operating costs are therefore not regarded as eligible expenditure.
- As these operations are not being undertaken for the European Commission's benefit, they do not give entitlement to exemption from VAT.

Points relating to the budget in the on-line application form and the detailed budget:

- **Contributions in kind** are not accepted.
- The gross salaries⁶ of **permanent or temporary staff (F.1. Staff costs)** involved in the operation who are employed on contracts of employment by either the applicant organisation or one of the project partners are considered as direct eligible costs. The names, positions and employment status of *all* these members of staff involved in the project should be provided in the detailed work programme and the beneficiary of the grant and its partners must be able to justify these staff costs at the end of the project through supporting documents.
- The salary costs must be calculated according to the number of persons/number of days/daily rate applied, and should be based on an average of 20 days per month, up to a maximum total of 220 working days per year. The cost of work to be performed by external experts by means of subcontracting should not be included in staff costs but under item F.3.12 External expertise (see the section on costs of services and external expertise below).
- **Travel expenses (F.2.2 Travel and subsistence)** must be based on the criteria applied by the Commission itself. Journeys must be carried out by the most direct and economic route. For information: rail – first class; air (only for journeys over 400 km each way or for a sea crossing) – economy class fare; car – reimbursement on the basis of the first-class rail fare. For any air travel, please obtain the cheapest fare.

⁶ Including net salary, social security charges and other remuneration-related costs.

Subsistence allowance (including accommodation, local transport, breakfast and two meals): The maximum daily allowances accepted, in € are as follows:

| Destinations | | DSA in EUR | Maximum hotel price in EUR | Destinations | | DSA in EUR | Maximum hotel price in EUR |
|--------------|----------------|------------|----------------------------|--------------|-----------------|------------|----------------------------|
| AT | Austria | 95,00 | 130,00 | IT | Italy | 95,00 | 135,00 |
| BE | Belgium | 92,00 | 140,00 | LI | Liechtenstein | 80,00 | 95,00 |
| BG | Bulgaria | 70,00 | 205,00 | LT | Lithuania | 68,00 | 115,00 |
| CY | Cyprus | 93,00 | 145,00 | LU | Luxembourg | 92,00 | 145,00 |
| CZ | Czech Republic | 75,00 | 155,00 | LV | Latvia | 66,00 | 145,00 |
| DE | Germany | 93,00 | 115,00 | MT | Malta | 90,00 | 115,00 |
| DK | Denmark | 120,00 | 150,00 | NO | Norway | 80,00 | 140,00 |
| EE | Estonia | 71,00 | 110,00 | NL | The Netherlands | 93,00 | 170,00 |
| EL | Greece | 82,00 | 140,00 | PL | Poland | 72,00 | 145,00 |
| ES | Spain | 87,00 | 125,00 | PT | Portugal | 84,00 | 120,00 |
| FI | Finland | 104,00 | 140,00 | RO | Romania | 60,00 | 170,00 |
| FR | France | 95,00 | 150,00 | SE | Sweden | 97,00 | 160,00 |
| HU | Hungary | 72,00 | 150,00 | SI | Slovenia | 70,00 | 110,00 |
| IE | Ireland | 104,00 | 150,00 | SK | Slovakia | 80,00 | 125,00 |
| IS | Iceland | 85,00 | 160,00 | UK | United Kingdom | 101,00 | 175,00 |

Daily subsistence allowances (DSA) are paid as a flat-rate amount and are considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. They will be paid for each calendar day spent on mission away from the usual place of work, provided that the corresponding assignment is of a short-term nature. The DSA will vary according to the country in which the missions are to be carried out.

DSAs are to be calculated as follows according to the length of the mission:

- 6 hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than 6 hours but not more than 12 hours: 0.5 DSA;
- more than 12 hours, but not more than 24 hours: 1 DSA;
- more than 24 hours but not more than 36 hours: 1.5 DSA;
- more than 36 hours but not more than 48 hours: 2 DSA;
- more than 48 hours but not more than 60 : 2.5 DSA, and so on.

• **Cost of services (F.3)**

- A grant is a direct payment of a non-commercial nature by the European Community to promote an EU policy aim. Projects financed by a grant may not have the purpose or effect of producing a profit. Applicants should have the operational capacity to complete the project to be supported. Applications by agencies acting as intermediaries on behalf of others are not permitted. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that the terms applicable to itself under the agreement are also applicable to the subcontractors.
- Contracts awarded may only cover the execution of a limited part of the operation.
- Applicants should note that should their project be retained, the grant agreement includes a clause on the "Award of contracts" which stipulates that if the beneficiary has to conclude contracts in order to carry out the action and they constitute costs of the action under an item of eligible direct costs in the estimated budget, competitive tenders must be sought from potential contractors and the contract should be awarded to the bid offering best value for money. In doing so the principles of

transparency and equal treatment of potential contractors shall be observed and care shall be taken to avoid any conflict of interests.

- **Translations, reproductions and publications (F.3.4 and F.3.5):** Translation and publication costs must include details of the number of languages, the number of pages, the rate applied per page and the print-run. In addition, applicants should explain the nature of the documents to be published and/or translated in the detailed budget explanation. Any other information which cannot be included in the budget in the on-line application form should be included in the detailed budget explanation.
- **External expertise (F.3.12):**

In addition to the general rules applying to all subcontracting, the following rules must be observed for subcontracting for external expertise.

- Subcontracting for external expertise is only admissible if the staff of the project partners do not have the skills required.
- Work and tasks carried out by the project partners (as described in the letters of support) are not subject to these rules on subcontracting. However, it is not permissible to include normal commercial suppliers of goods and services as project partners in order to avoid these rules. By way of example, and without limiting the exclusions to the examples listed, the Commission does not find it appropriate to include as project partners independent consultants, conference organisers, etc.
- The work programme of the grant application must include a declaration and justification of the nature and value of all external expertise. The planned selection and award procedures should be carefully explained. Applicants should note that projects with insufficiently clear explanations of the external expertise and which do not respect the rules outlined here, will be considered to be ineligible (see section 4.3).

If the project is accepted, the following rules for subcontracting must be respected:

- The principles of transparency and equal treatment should be complied with, and any conflict of interests should be avoided.
- Beneficiaries must, if requested, be able to prove (including proof of posting) that they have sought bids from at least three different tenderers, up to an amount of €25 000, and five different tenderers for larger amounts and be able to provide a copy of the tender specifications. Contracts with a value less than or equal to €3 500 may be awarded on a basis of single tender. These thresholds apply to each individual contract for subcontracted services for expertise. This requirement does not however apply to public authorities already governed by a system of procurement rules, but where applicable, this should be indicated. To assist applicants, a model for tender specifications is included in Annex III.
- Contracts must be awarded in writing to the tender offering best value for money, i.e. the one offering the best price-quality ratio.
- The beneficiary shall retain sole responsibility for carrying out the action and for compliance with the provisions of the agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Commission under the agreement.

- In the written contract between the grant beneficiary and the subcontractor, the latter must undertake to accept checks and/or audits under the same conditions as those applied to the direct beneficiary of the financial agreement with the Commission.
- The description of the subcontracting plans and procedures for external expertise included in the work programme of the beneficiary will form a part of the grant agreement. The Commission reserves the right to verify that the beneficiary has carried out the subcontracting in accordance with this description and with the rules included in the grant agreement. Failure to comply with these conditions will constitute grounds for non-acceptance of the costs of subcontracting in the final accounts of the beneficiary.
- **Depreciation for purchase of equipment (F.4.2):** Equipment (new or second-hand) and computer expenditure are intended to cover specific usage for the project, which must be included in the project description. It will be assessed on the basis of acceptable unit costs (market rates) and/or limited. Where fixed assets are purchased, only the annual depreciation value for the period in question can be taken into account.
- **Overheads (F.5)** associated with the operation are limited to a maximum flat-rate of 7% of total eligible costs.
 - These can include maintenance, stationery, photocopying, mailing, telephone and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project.
 - Mailing costs are considered as overhead costs and cannot be accepted under the headings "reproductions and publications" or "administration costs".
 - Should an applicant run several projects in the same year, the Commission can reduce this maximum flat-rate with regard to the work programmes in order to avoid double financing.
- **Expenditure which is *not eligible*** includes the following:
 - cost of purchasing infrastructure equipment (with the exception of depreciation relating to purchased equipment, based on the project duration);
 - expenditure on luxuries;
 - expenditure incurred outside the contract period;
 - costs which would have been incurred even if the project had not taken place;
 - costs not consistent with market conditions;
 - costs not entered in the account, which are not identifiable or not verifiable;
 - invested capital costs, debts owed, interest on debts owed, bad debts receivable and exchange rate losses;
 - the VAT, except in the case where the beneficiary can demonstrate he is unable to recover it;
 - provisions for losses or unforeseen future debts.
- Precise conditions concerning possible budget changes between items are set out in the grant agreement.

ANNEX II

FINAL REPORT ON THE IMPLEMENTATION OF ACTION

No later than three months after the end of the agreed implementation period for the operation (unless otherwise stated in grant agreement), the following documents must be submitted to the Commission:

- A final report on the implementation of the action
- A final financial statement of the eligible costs actually incurred, following the structure of the estimated budget
- A full summary statement of the receipts and expenditure of the action
- A list of participants with the original signatures of participants, and details of all products developed for the operation itself or as a result of the operation, in the various languages provided for in the project.
- Where required under the terms of the agreement, an external audit report on the action's accounts.

It must be drafted in either English, French or German and should at a minimum answer the following questions:

1. How was the project carried out? (Please provide a short description of the project, results and methodology. This part of the report will be published.)
2. How has the operation met the objectives of the budget heading?
3. Describe the transnational dimension of the operation.
4. How were social partners/stakeholders involved?
5. What contribution was made by the partners?
6. What added value has the project contributed?
7. How was the operation publicised and how have the results been disseminated?
8. What other efforts have been made to ensure that the project has a lasting impact?
9. What lessons have been learnt from this experience?
10. Are there any plans to follow up this project, and if so, how?

An electronic version of the final report on the implementation of action should also be provided on a CD-ROM, in a word processing format.

If the quality of the final report is judged inappropriate or insufficient, the Commission reserves the right to require additional information within 60 days following receipt of the final report and, if necessary, to suspend the last payment until the requested information is received.

With a view to favouring appropriate monitoring and valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, the Beneficiary will be required to provide a presentation of the key points in one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German. Other Community languages would be welcome even if not compulsory.

ANNEX III

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

Tender Specifications –

1. **Background**
2. **Purpose of the Contract**
3. **Tasks to be performed by the Contractor**

Description of tasks

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**

(option 1)

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.

(option 2)

The contract will be awarded to the tenderer whose offer represents the lowest price.

10. **Content and presentation of the bids**

Content of the bids

Presentation of the bids