



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

## **Prerogatives**

### **BUDGET HEADING 04.03.01.06**

**Information, consultation and participation of representatives  
of undertakings**

## **CALL FOR PROPOSALS**

**VP/2020/008**

**Questions should be sent by email to:  
empl-vp-2020-008@ec.europa.eu**

**To ensure a rapid response to requests for information, applicants are invited  
to send their queries in English, where possible**

**This text is available in English.**

**Applicants are invited to read the present document in conjunction with the Financial  
Guidelines for Applicants and the model Grant Agreement(s) published with this call as well  
as the financial rules applicable to the general budget of the Union:**

**[http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm)**

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## **1. INTRODUCTION – BACKGROUND**

### **1.1. Programme/Legal base**

The legal basis of this call for proposal is the Commission Decision [C\(2019\)6522](#)<sup>1</sup> of 16 September 2019 on the adoption of the 2020 annual work programme for grants and procurement for DG EMPL prerogatives and specific competencies, serving as a financing decision.

### **1.2. Policy and economic background**

EU law on employee involvement at transnational level includes recast Directive 2009/38/EC<sup>2</sup> on European works councils as well as Directives 2001/86/EC<sup>3</sup> and 2003/72/EC<sup>4</sup> on employee involvement in the European Company and the European Cooperative Society, respectively.

EU law on employee involvement at national level includes Directive 2002/14/EC<sup>5</sup> establishing a general framework for informing and consulting employees, directive 98/59/EC<sup>6</sup> on collective redundancies and Directive 2001/23/EC<sup>7</sup> on transfer of undertakings.

Employee involvement is also encouraged through the development of transnational company agreements<sup>8</sup> between multinational companies and workers' representatives.

This call is published in the context of the European Pillar of Social Rights, proclaimed by the Council, Parliament and Commission in November 2017, as published at the website of the Directorate General for Employment:

<http://ec.europa.eu/social/main.jsp?catId=89&langId=en&newsId=9001&furtherNews=yes>, and in particular its Principle 8(b) “Workers or their representatives have the right to be informed and consulted in good time on matters relevant to them, in particular on the transfer, restructuring and merger of undertakings and on collective redundancies.”

### **1.3. Main Purposes**

The main purpose of this Call is to fund operations aimed at developing employee involvement in undertakings - meaning any mechanism, including information, consultation and

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<sup>1</sup> <http://www.cc.cec/sg/vista/home?documentDetails&DocRef=C/2019/6522&ComCat=SPINE&ticket=ST-76185477-irk8vwV1wANm1BFMHYTYLGeG9h2CuePTeksAuQQogCG3iP9YQIzNZiVBnczYbkJXZCpNuPBBFgF4yzq3qQAPNJm-jpJZscgsw0K2WTGIovTohi-skJXEYII3981JVnHICiTMIjby5KZzrkZjSPvFdmW>

<sup>2</sup> OJ L 122, 16/05/2009

<sup>3</sup> OJ L 294, 10/11/2001

<sup>4</sup> OJ L 207, 18/08/2003

<sup>5</sup> OJ L 80, 23/03/2002

<sup>6</sup> OJ L225, 12/08/1998

<sup>7</sup> OJ L 82, 23/03/2001

<sup>8</sup> SEC(2008)2155 and COM(2005)33

participation, through which employees' representatives may exercise an influence on decisions to be taken within the company - in particular by raising awareness and contributing to the application of EU law and policies in this area and the take-up and development of European Works Councils.

This call also aims at supporting projects which seek to identify and address challenges in workers' involvement resulting from changes in the world of work – e.g. restructuring, outsourcing / subcontracting, digitalisation / automation / artificial intelligence and new forms of work. Transnational actions involving representatives from several Member States as well as the joint participation of employers and workers shall be promoted.

## **2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS**

### **2.1. Objectives – Priorities**

The appropriations of this Call for Proposals finance measures enabling the social partners and the social actors at company level to familiarize themselves with EU law and policies in the area of employee involvement, to exercise their rights and their duties to this regard and to work together towards the definition and implementation of concrete responses to the challenges posed to workers' involvement. They cover in particular funding of measures aimed at strengthening transnational co-operation between workers' and employers' representatives in respect of employee involvement.

These appropriations may also be used to fund short training actions as well as actions involving representatives of social partners in the candidate countries<sup>9</sup> in the field of employee involvement.

Measures and actions should be inclusive for vulnerable employees. In order to achieve inclusion of persons with disabilities accessibility must be ensured, for example of information, meetings, consultations, etc.

Priority objectives:

For the financial year 2020 the following objectives may be supported under this Call for Proposals:

- a) to promote transnational cooperation between social partners in one, or any combination of, the following areas:
  - Supporting worker involvement in the anticipation and management of change and the prevention and resolution of disputes in the event of various forms of restructuring in Union scale undertakings and groups of undertakings, as well as developments in the context of outsourcing, subcontracting, digitalisation / artificial intelligence / automation and new forms of work,
  - Support worker involvement in designing and implementing measures to address the impact of the Coronavirus crisis on the labour force, e.g. short term working, lay-offs.
- b) to promote exchange and wider dissemination of knowledge and good practices and to launch actions aimed at supporting the setting up and good functioning of transnational

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<sup>9</sup> Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call: [http://ec.europa.eu/enlargement/countries/check-current-status/index\\_en.htm](http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm).

information, consultation and participation mechanisms and bodies, including European Works Councils;

- c) to promote transnational cooperation between social partners to enhance worker involvement in actions within companies to implement the European Green Deal<sup>10</sup>.

## **2.2. Description of the activities to be funded / Type of actions**

The types of activities which may be funded under this call for proposals include but are not limited to:

- Training actions, manuals and any other type of outreach activities, exchange of information and of good practices involving workers' and/or employers' representatives, with a focus on activities generating a lasting effect;
- Analysis of quantitative and qualitative aspects and results on subjects related to workers' and employers' representation and social dialogue at undertaking level in a transnational cooperation context and enhanced collaboration and pro-activity of stakeholders in the anticipation of / response to change and restructuring activities and to changes in work organisation, business/production models and forms of work;
- Websites, publications, newsletters and other means for the dissemination of information supporting the lasting effect of the action.

## **2.3. Information on the action for which the grant is requested**

When drafting the project proposal, applicants are invited to pay particular attention to the following elements:

- The proposal is expected to provide a clear explanation of the rationale and problem definition/analysis underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact.
- In case of recurrent related applications by the same applicant, the added value of the new project as compared to previous ones should be clearly explained.
- The choice of partners involved and countries covered is expected to be duly explained and justified as regards their relevance towards the specific objectives of the action.
- Cost estimates must be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency. It should be noted that the cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or remove non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals.

Projects shall provide a full project cycle, including preparatory, dissemination, implementation, follow-up and reporting activities.

## **2.4. Expected outputs/results**

The expected results of this call for proposals are improved possibilities for the social partners to exercise their rights and duties as regards employee involvement; strengthened cooperation

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<sup>10</sup> See : [https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_en)

among social partners and other actors in respect to Union law on employee involvement; a follow up on the findings of the "Fitness check"<sup>11</sup> on EU acts in the area of Information and Consultation of Workers, actions related to EU Directive on European Works Councils, and an increased number of social partners and other actors familiarised with transnational company agreements.

### 3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	2 June 2020
b)	Deadline for questions and requests for clarification	10 calendar days before the submission deadline
c)	Deadline for submitting applications	3 August 2020 Swim, Courier and Post : 24:00 Brussels' time (CET)  Hand deliveries 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	August 2020-January 2021
e)	Information to applicants (indicative)	January 2021
f)	Signature of the grant agreements (indicative)	February-March 2021
g)	Starting date of the action (indicative)	March/April 2021

#### 3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs, or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work programme instead of indicating the name of the month or the date.

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<sup>11</sup> Commission Staff Working Document, 26.7.2013, SWD(2013) 293 final, as published here <http://ec.europa.eu/social/search.jsp?advSearchKey=Fitness+check&mode=advancedSubmit&langId=en&x=0&y=0>

No expenditure can be incurred before the date of submission of the application. Any expenditure incurred before the signature of the Grant Agreement will be at the applicant's risk.

The indicative duration of the project is expected to be 24 months.

## **4. AVAILABLE BUDGET AND CO-FINANCING RATE**

### **4.1. Available Budget**

The total budget earmarked for the EU co-financing of projects under this call is estimated at 7.100.000 €

The EU grant requested should indicatively be between EUR 200.000 and EUR 400.000.

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

The Commission reserves the right to increase the amount of the funds in case of available funds and distribute them to proposals admitted in the reserve list, if any. This top-up of the budget is limited to 20% of the initial budget of the call.

### **4.2. Co-financing rate**

Under this call for proposals, the EU grant may not exceed 90% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget<sup>12</sup>.

Although, International Organisations<sup>13</sup> may be entitled to different co-financing provisions under their bilateral agreements with the EU, it must be noted that the rule of the Call will prevail for proposals submitted by an International Organisation.

## **5. ADMISSIBILITY REQUIREMENTS**

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications (meaning, the application form, including budget, description of the action and work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, **and** by sending a signed, printed version of the complete application form (including all documents specified in the check-list) by post or courier service (one original dossier and one copy; see section 16).

Failure to comply with one of the above requirements may lead to the rejection of the application.

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<sup>12</sup> Letters of commitment are required from [any associate organisations and] any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

<sup>13</sup> According to the meaning of Article 156 of the Financial Regulation (EU, Euratom) 2018/1046

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications shall be accompanied by an executive summary in English (see checklist, point 3).

## 6. ELIGIBILITY CRITERIA

### 6.1. Eligibility of the applicants (lead and co-applicants) and affiliated entities<sup>14</sup>

For British Applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement<sup>15</sup> on 1 February 2020 and in particular Articles 127(6)<sup>16</sup>, 137<sup>17</sup> and 138<sup>18</sup>, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.<sup>19</sup>

#### a) Place of establishment

- *Single applicants and lead applicants* must be properly constituted and registered legal persons having their registered office(s) in one of the EU Member States;
- *Co-applicants must be properly constituted and registered legal persons having their registered office in one of the EU Member States or Candidate Countries*

#### b) Type of entities

To be eligible, single, lead and co-applicants must be:

- Legal entities. In derogation from this requirement and pursuant to Article 197.2.c of the Financial Regulation, the organisations of social partners without legal

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<sup>14</sup> See section 2 of the Financial Guidelines for definitions.

<sup>15</sup> Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

<sup>16</sup> Art 127 (6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (*extract*).

<sup>17</sup> Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (*extract*)

<sup>18</sup> Art. 138 Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (*extract*)

<sup>19</sup> On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020)

personality under the applicable national law are also eligible provided that the conditions of the Financial Regulation related thereto are met<sup>20</sup>.

- representative of workers or employers such as:
  - A. for workers: applicants may be works councils or similar bodies ensuring the general representation of workers; regional<sup>21</sup>, national, European, sectoral or multi-sectoral trade unions;
  - B. for employers: applicants may be the management of undertakings, organisations representing employers at regional, national, European, sectoral or multi-sectoral level. In case of commercial undertakings, the objective of the project must be non-commercial in nature.

As an exception applicants may also be technical bodies such as non-profit training or research bodies and commercial companies only if the aim of the project is non-commercial.

The above quoted technical bodies and commercial undertakings will be considered eligible as lead applicants only where they are expressly mandated by one or more eligible organisations representing workers or employers and when a mandatory letter of endoresement is included.

International organisations may participate as co-applicants<sup>22</sup>.

#### c) Consortia<sup>23</sup>

Actions may involve consortia.

In the case of proposals not submitted by a European-level<sup>24</sup> workers' or employers' organisation, the action must involve co-applicants, affiliated entities or associate organisations<sup>25</sup> from more than one Member State or Candidate Country.

In order to strengthen co-operation between workers' and employers' representatives in respect of information, consultation and participation within undertakings operating in more than one Member State, projects, involving only one information and consultation body, should be submitted as joint projects from representatives of workers and employers.

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<sup>20</sup> For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see checklist point 5).

<sup>21</sup> <https://stats.oecd.org/glossary/detail.asp?ID=6226>

<sup>22</sup> In derogation from the requirement under 6.1a), international organisations with their registered headquarters outside the EU Member States are also eligible as co-applicants.

<sup>23</sup> Letters of mandate, authorising the lead applicant to submit the proposal and to sign the Grant Agreement on their behalf must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see checklist points 5 and 6. Letters of commitment are also required from any associate organisations (participation on a no-cost and no financial contribution basis).

<sup>24</sup> For the purposes of this Call, "European-level organisation" means a legal entity, having its registered office based in one of the Member States of the European Union and ensuring the general representation at European level, of Member States workers' or employers' national associations and promoting their common interests at European level according to their own by laws.

<sup>25</sup> See section 2 of the Financial Guidelines for definitions.

Affiliated entities and associate organisations are eligible for projects submitted by mono-applicants or consortia.

d) Affiliated entities

Affiliated entities may participate in the implementation of the action. Legal entities having a legal link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation and which satisfy the eligibility criteria, may take part in the action as affiliated entities, and may declare eligible costs.

For that purpose, applicants shall identify such affiliated entities in the application form.

e) Associate organisations<sup>26</sup>.

An associate organisation can participate in the action but may not declare eligible costs.

### **Conditions of rejections**

If a single applicant is not considered to be eligible, the application will be rejected.

For consortia, if the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium. The related activities and the forecasted costs will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without the said activities and costs. If the application is accepted for funding, the Commission would propose to award the funds with the necessary corrections and request a revised work plan and budget from the applicant will have to be adapted as appropriate.

## **6.2. Eligible activities**

a) Geographical Location<sup>27</sup>

To be eligible, actions must be fully carried out in EU Member States or in Candidate Countries.

This applies equally to activities carried out by International Organisations. However, in duly justified circumstances, project management costs incurred in the headquarters of International Organisations established outside the EU Member States or outside the candidate countries may be considered eligible.

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<sup>26</sup> See section 2 of the Financial Guidelines for definitions

<sup>27</sup> In accordance with the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020, the EU and the UK have jointly agreed on a transition period, currently planned to last until 31 December 2020, in which it will be business as usual for citizens, consumers, businesses, investors, students and researchers, for instance, in both the EU and the United Kingdom. During the transition period and until the closure of the Multiannual Financial Framework 2014-2020 programme, UK beneficiaries remain eligible. Activities carried out in the UK would also remain eligible until the closure of the Multiannual Financial Framework 2014-2020 provided that those activities (in particular those related to free-movement of workers) would remain covered by the EU law after the end of the transition period. If free movement is not maintained afterwards, the actions shall be implemented in the EU Member States/ EaSI-EURES participating countries covered by EU law.

b) Types of activities

The grant will finance the activities indicated in section 2.2.

c) Core activities

The following activities are considered to be core activities and may not be subcontracted:

- The project management of the action and, in the case of a multi-beneficiary Grant Agreement, the role of coordinator as laid down in Article II.2.3 of the Grant Agreement.

(d) Financial Support to third parties

Not applicable, see section 6.3

### **6.3. Ineligible activities**

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call. The budget heading is intended to finance specific transnational cooperation projects. Therefore grants are not intended to finance the normal operation or meetings of bodies representing management or labour (the social partners), as such, these are not eligible for EU funding; they are intended only to cover additional expenditure linked directly to projects.

## **7. EXCLUSION CRITERIA**

Applicant(s) (single applicant or lead applicant, and each co-applicant) must sign a declaration on their honour signed in their name (and on behalf of their respective affiliated entities, should they be part of the application), certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

### **7.1. Exclusion**

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or

by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
  - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
  - (iv) information transmitted by Member States implementing Union funds;
  - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
  - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## **7.2. Remedial measures**

If an applicant declares one of the situations of exclusion listed above it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

## **7.3. Rejection from the call for proposals**

The Commission shall not award a grant to an applicant who:

- a. is in an exclusion situation established in accordance with Section 7.1; or
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or
- c. was previously involved in the preparation of calls documents used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities of the applicant. These affiliated entities must therefore, be specified in the above-mentioned declaration(s).

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

## **8. SELECTION CRITERIA**

The single applicant or lead applicant, and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

### **8.1. Financial capacity**

The single applicant or lead applicant, and each co-applicant must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain its/their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies and to international organisations.

The sole applicant's or lead applicant's, and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

#### **a) Low value grants (for applicants whose grant is $\leq$ EUR 60 000):**

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 4);

The Commission may nevertheless request further information or documents at any stage of the procedure to proceed with verifications and take various proportional measures depending on the level of weaknesses identified. Mitigating measure 3 "financial guarantee" may not be applied for low value grants.

#### **b) For applicants whose grant is $>$ EUR 60 000:**

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 4); and
- Annual balance sheets and profit and loss accounts for the last two financial years available (see checklist point 15);
- for newly created entities: the business plan might replace the above documents;
- information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form

#### **c) Grants for an action $>$ EUR 750 000 per applicant**

- the information and supporting documents mentioned in point b) above and
- an **audit report** produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available. (See checklist point 16).

**In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant not to the consortium as a whole.**

The financial capacity will be evaluated on the basis of the following two ratios:

- A **first ratio** between the total **assets** in the applicants' balance sheet and the total **cost** of the action of the project (single applicants) or the part of the project budget for which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

- **Formula in the case of single applicant:** own assets/total cost of the action > 0.70
- **Formula for each applicant in the case of consortia:** applicant's own assets/part of the budget of the action corresponding to that applicant > 0.70

- A **second ratio** between the **1<sup>st</sup> prefinancing** and the **annual total revenue**. For each (co)-applicant the share of the 1<sup>st</sup> prefinancing is equal to his share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0.70

- **Formula in the case of single applicant and each applicant in case of consortia:** 1<sup>st</sup> prefinancing corresponding to that applicant/annual total revenue per applicant < 0.70

If as a result of the application of the two ratios, an applicant or co-applicant is found not to be strong on one of the two ratios while being strong on the other one, then it will be considered as not having a strong capacity.

If the single applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have the required financial capacity, the case will be further analysed; this may include among others a re-evaluation of the application without the foreseen activities and costs for the concerned co-applicant. If the application is selected without the said activities, the work plan and costs will have to be adapted.

If the application cannot be selected e.g. because the eligibility criteria are not fulfilled anymore, the Commission **may** propose various proportional **mitigating measures**:

1. propose a Grant Agreement without pre-financing;
2. propose a Grant Agreement with a pre-financing paid in several instalments;
3. propose a Grant Agreement with 1<sup>st</sup> or total pre-financing payment(s) covered by (a) financial guarantee(s);
4. propose a Grant Agreement with joint financial liability of 2 or more applicants;
5. propose a Grant Agreement with a mix of the previous measures 2, 3 and 4.

In the case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1<sup>st</sup> or total pre-financing depending on the financial weakness, in order to limit the financial risks linked to the pre-financing payment (not applicable for low value grants).

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

## **8.2. Operational capacity**

Single applicants or lead applicants, and each co-applicant must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have:

- Demonstrable experience of having carried out projects related to the subject of the call in the last three years;
- Appointment by the main applicant of a project manager who must have at least five years' experience in project management and at least B2 level of English, or German or French language skills;
- The necessary operational (human and technical) resources to carry out the action. Persons carry out the main tasks must have at least 3 years' experience in project management and at least B1 level of English, or German or French language skills.

The operational capacity of the single applicant or lead applicant, and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- A list of the main projects relating to the subject of the call carried out in the last three years (see checklist point 14);
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing all their professional experience in project management (see checklist point 12);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see checklist point 4).
- A declaration by the project manager of the lead applicant certifying the professional competence and appropriate qualification of the team to carry out the required tasks (see checklist point 13);

If the single applicant or lead applicant for consortia is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be

removed from the consortium and the application will be re-evaluated without this co-applicant<sup>28</sup>. In addition, the foreseen activities and costs of the non-selected co-applicant will be removed from the granted budget. If the application is selected without the said activities, the work plan and costs will have to be adapted.

## 9. AWARD CRITERIA

The proposals which fulfil the eligibility and operational capacity criteria will be assessed on the basis of the following award criteria:

- The extent to which the action meets the priority objectives of this Call for proposals and ensures a lasting impact (Max. 40 points), notably:
  - overall impact of the proposal,
  - impact on envisaged target group(s),
  - sustainability of impact on target group(s) and structures involved.
- The extent to which the project promotes the joint participation of employers and workers on a transnational basis, including the participation of candidate countries (Max. 30 points)
- The quality of the design and cost-effectiveness of the action including the clarity, efficiency and feasibility of the work organisation and task allocation (Max. 30 points)

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 60 % of the maximum total mark**
- **the score for criterion is at least 50 % of the maximum mark for that criterion.**

## 10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary/partner, or to the coordinator in the case of multi-beneficiary grant agreements.

The two copies of the original agreement shall be signed by the beneficiary/partner, or the coordinator for multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant must carefully read the whole agreement before signing and returning the copies to the Commission.

The model Multi-Beneficiary Grant Agreement and Mono-Beneficiary Grant Agreement are published on the Europa website: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

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<sup>28</sup> This includes a re-evaluation of the eligibility of the modified consortium.

There is no alternative to this/these model(s) in the context of this call. In specific cases, international agreements conditions may apply (except for the co-financing requirement).

Please note that the award of a grant does not establish an entitlement for subsequent years.

## 11. PUBLICITY/SOURCES OF FUNDING

### By the beneficiaries

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used (information or promotional materials, and during conferences or seminars, etc.). The following wording must be used:

*“This (publication, conference, ...) has received financial support from the European Union.”*

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

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence.

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

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

In addition to these minimum requirements, references specified in the text of the call for proposals must also be specified.

If these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

### By the Commission<sup>29</sup>

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

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<sup>29</sup> Articles 38 & 189 FR

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU<sup>30</sup>:

- name of the beneficiary
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>31</sup> if he/she is domiciled within the EU or equivalent if domiciled outside the EU
- subject of the grant,
- amount awarded

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## **12. DATA PROTECTION**

### **12.1. Before the grant agreement's signature:**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at :

[https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en)

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>32</sup>. For more information see the Privacy Statement on:

[http://ec.europa.eu/budget/library/explained/management/protecting/privacy\\_statement\\_ede\\_s\\_en.pdf](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_ede_s_en.pdf)

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<sup>30</sup> Article 189 2. FR

<sup>31</sup> Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

<sup>32</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

## 12.2. Once the grant agreement is signed:

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679<sup>33</sup>.

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725<sup>34</sup>.

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7 of the General Conditions of the model grant agreements.

## 13. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

### a) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts intended to cover the purchase of services and/or goods, equipment etc. **necessary for the implementation of the action**), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary must clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU<sup>35</sup> must comply with the applicable national public procurement rules.

Beneficiaries may also subcontract **tasks forming part of the action**. If they do so, they must ensure that, in addition to the above-mentioned conditions for “implementing contracts” including best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;

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<sup>33</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2016.119.01.0001.01.ENG](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG)

<sup>34</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<sup>35</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim technical report and
    - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

Where the value of a procurement contract (implementation contract or subcontracting) exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex to this call. The draft tender specifications must be submitted in English, French or German.

## 14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is specified in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

[http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_en.pdf](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf)

Once the application form is filled in, applicants must submit it **both electronically and in hard copy**, by the deadline set in section 3 c).

The SWIM electronic application form is available until midnight (Brussels time) on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, blue ink sign and send it by post service 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**.

The hard copy of the proposal must be duly blue ink signed and sent in two copies (one marked "original" and one marked "copy"), including all documents listed in section 16, by the deadline set in section 3(c), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

<b>European Commission</b>
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**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**

**Call for proposals VP/2020/008 – DG EMPL**

**CAD J-27 00/120**

**B-1049 Bruxelles - BELGIUM**

Evidence of posting or express courier deposit slip must be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence : postmark
- b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 16.00 (Brussels time) of the date indicated in section 3c), at the following address:

**European Commission**

**Service central de réception du courrier**

**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**

**Call for proposals VP/2020/008 – DG EMPL.B.2**

**Avenue du Bourget, 1**

**B-1140 Evere**

At that time the European Commission's Central Mail Service will provide a signed and dated proof of receipt which must be conserved as evidence of delivery.

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

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless explicitly requested in writing by the European Commission (see section 13).

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

## **15. COMMUNICATION**

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

The Commission may, on its own initiative, inform the public of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

The Commission therefore advises you to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

### **Before the final date for submission of proposals**

Any requests for additional information must be made by e-mail only to the coordinates stated below.

**All enquiries must be made by e-mail only to:**

**`empl-vp-2020-008@ec.europa.eu`**

For any technical issues please contact: [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not 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 will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call:

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

### **After the deadline for submission of proposals**

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to (**`empl-vp-2020-008@ec.europa.eu`**).

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the applicants.

## 16. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

### 16.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 16.2).

The description of the action and workplan must be written using a free format document. All the information related to the description of the action and the workplan must be presented in one single document. The budget must be presented using the application form in SWIM and a separate budget explanation must also be provided.

Proposals must include inter alia the mandatory activities in the description of the action and the work plan, and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants and affiliated entities or associate organisations must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core activities as defined in section 6.2 c) of the call cannot be subcontracted.

### 16.2. Required documents

The table in annex includes the documents that must be provided, including the documents mentioned in 16.1. **Except for Legal entity form, VAT Certificate and Financial identification form, which can be submitted later only for successful applications,** please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). It also indicates where originals are required. We recommend that applicants use this table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates must be used as well as which and where free format documents can be uploaded electronically.

**Copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal may be rejected for lack of administrative compliance.**

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

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

## CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. [Notes: highlighted documents do not need to be provided by [public entities] [and international organisations]]. All the listed documents must be provided in SWIM.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2020/008/xxxx) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 14. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative and include the application's reference number generated by SWIM (VP/2020/008/XXXX). This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request..</i>	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement (for co-applicants and associate organisations) and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	✓	✓	<input type="checkbox"/>
6	Letter of mandate	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal/capital link with lead or co-applicant	Affiliated entities are required to provide proof of the legal and/or capital link with the single applicant, lead applicant or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). Exclusively in the case of <b>social partner organisations without legal personality</b> : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	Description of the action	<b>This is a separate free-format document</b> which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed	✓	--	--	--	--	<input type="checkbox"/>

		Applicants are encouraged to submit the document in English, French or German. See Section 5.						
11	Budget Explanation for the project	<p>This is a separate <b>free-format</b> document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the budget explanation.</p> <p>The budget explanation must provide additional information to explain and justify items of the proposed budget. It shall in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined.</p> <p>The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.</p>	✓	--	--	--	--	□
12	Curricula vitae of key staff	<b>Detailed CVs of the person responsible for managing the action</b> (named in section A.3 of the online application form) and <b>the persons who will perform the main tasks</b> . The CVs must indicate clearly the current employer.	✓	✓	✓	--	--	□
13	Declaration certifying the competence of the project team	Declaration of the project manager certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It must include a job specification of the project manager and the persons (from lead applicant, co-applicants and affiliated entities) performing the main tasks, with a brief description of their outputs related to the subject of the proposal. – <b>free format</b>	✓	--	--	--	--	□
14	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call <b>other than those already indicated</b> in the SWIM online application form (section D.3) – <b>free format</b>	✓	✓	--	--	--	□
15	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts (last 2 years), including assets and liabilities, specifying the currency used (not applicable to applicants to receive grants below 60,000.00 EUR).	✓	✓	--	--	--	□
16	Audit report	<p>For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the two last financial years available, where such an audit report is available or whenever a statutory audit report is required by Union or national law.</p> <p>If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available.</p> <p>In case of consortium, the threshold applies to each co-applicant in line with their share of the action budget.</p> <p>Applicants are encouraged to submit the document in English, French or German. See Section 8.</p>	✓	✓	--	--	--	□
17	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. <b>A model is included in Annex II of this call.</b>	✓					

## CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	
1	Legal entity form	The template is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> ) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The <b>template</b> is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a> ) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

## **ANNEX I:**

### **FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the Europa website under the relevant call:

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

## **ANNEX II:**

### **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
  - 3.1. Description of tasks
  - 3.2. Guidance and indications on tasks execution and methodology
4. Expertise required
5. Time schedule and reporting
6. Payments and standard contract
7. Price
8. Selection criteria related to the financial and technical capacity of the bidders
9. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

It should be noted that the contract will not be awarded to a tenderer who receives less than [70%] on the Award Criteria.

10. Content and presentation of the bids
  - 10.1. Content of the bids
  - 10.2. Presentation of the bids