



EUROPEAN COMMISSION

Employment, Social Affairs and Equal Opportunities DG

Equality between Men and Women, Action against Discrimination, Civil Society
Equality between Men and Women

**CALL FOR PROPOSALS FOR THE IMPROVEMENT OF GENDER
MAINSTREAMING IN NATIONAL POLICIES AND PROGRAMMES**

VP/2010/009

EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES DG

**IMPLEMENTATION OF DECISION No 1672/2006/EC OF THE EUROPEAN
PARLIAMENT AND OF THE COUNCIL OF 24 OCTOBER 2006 ESTABLISHING A
COMMUNITY PROGRAMME FOR EMPLOYMENT AND SOCIAL SOLIDARITY
— PROGRESS**

1. BACKGROUND

Equality between men and women has been a fundamental principle of the European Union since its inception. It is a political objective but also an economic one as gender equality is crucial to supporting the European Union's general objective of promoting economic growth and competitiveness, improving employment and strengthening social cohesion.

The European Union has various tools at its disposal for promoting equality between men and women: legislation, financial support, specific measures and gender mainstreaming.

The concept of gender mainstreaming was developed from the 1990s onwards, after it had been recognised that specific measures in favour of women brought only a partial solution. The European Commission adopted a formal commitment to gender mainstreaming in its 1996 Communication¹ According to this Communication *“this involves not restricting efforts to promote equality to the implementation of specific measures to help women, but mobilising all general policies and measures specifically for the purpose of achieving equality by actively and openly taking into account at the planning stage the possible effects on the respective situations of men and women (gender perspective). This means systematically examining measures and policies and taking into account such possible effects when defining and implementing them.”*

The European Union's new approach to equality between women and men was both reflected and strengthened in 1997 by the Treaty of Amsterdam. According to Articles 2, 3 and 8 TFEU equality between women and men is a value of the EU to be promoted through all Community activities.

The Roadmap for equality between women and men for the period 2006-2010² confronts the challenges and obstacles to gender equality and reflects the Commission's commitment to continue and step up its activities in this field. The roadmap reaffirms the dual approach of gender mainstreaming and the adoption of specific measures in the identified priority areas: achieving equal economic independence for women and men; enhancing reconciliation of work, private and family life; promoting equal participation of women and men in decision-making; eradicating gender-based violence and trafficking; eliminating gender stereotypes in society and promoting gender equality outside the European Union. It emphasises the importance of the partnership with the Member States, as in many areas the centre of gravity for action lies at their level.

In the European Pact for Gender Equality³, adopted in March 2006 at the European Council, the Heads of State and Government called on the Member States to take more account of equality and support the roadmap's objectives. They also encouraged Member States to take action to mainstream the gender perspective into all public activities.

As the Roadmap expires in 2010, the Commission intend to present a follow-up strategy in 2010⁴. The follow-up strategy will also follow the dual approach of gender mainstreaming

¹ European Commission Communication “Incorporating equal opportunities for women and men into all Community policies and activities”, COM(96) 67 final.

² COM(2006) 92 final.

³ Presidency conclusions, 7775/1/06/Rev. 1, http://www.consilium.europa.eu/ueDocs/cms_Data/docs/pressData/en/ec/89013.pdf

⁴ COM(2009) 73 final

and specific actions. While the six priorities defined in the 2006-2010 Roadmap remain valid, new trends affecting gender equality in the European Union will have to be taken into account in the follow-up strategy: the economic and financial crisis, the demographic trends of low fertility rates and an ageing society, the globalisation of the economy, increased migration, and the transition towards a low carbon economy.

Introduction to the PROGRESS programme

PROGRESS⁵ is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda⁶. 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.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS will be instrumental in:

- providing analysis and policy advice on PROGRESS policy areas;
- monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

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

⁵ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

⁶ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

The present call for proposals is issued in the context of the implementation of the 2010 annual work plan which can be consulted at:

<http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

2. PURPOSE OF THE CALL FOR PROPOSALS

This call for proposals aims to support the national actors to improve gender mainstreaming into national policies and programmes of the Member States of the European Union, the EFTA/EEA countries⁷, the candidate and potential candidate countries⁸, thus supporting the implementation of the objectives defined in the Roadmap and the objectives of the European Pact for Gender Equality⁹. The initiatives financed will support the mainstreaming of European equality objectives in national policies. Given that 2010 is the European Year to Combat Poverty and Social Exclusion, the Commission encourages the submission of projects that focus on the development of gender mainstreaming tools in the context of policies targeting disadvantaged groups including ethnic minorities such as the Roma.

This call for proposals concerns the financing of national initiatives designed to:

1. raise awareness of the importance of gender mainstreaming in national policies as an effective contributor to equality between women and men and to better governance;
2. improve knowledge of the key concepts and issues of gender mainstreaming and ensure a better understanding of gender mainstreaming in policies and programmes;
3. develop the necessary methods and tools, including the dissemination to the main stakeholders, thus ensuring a more long-term effect.

Measures which may be financed under this call for proposals include seminars/workshops, training sessions (including the training of instructors), and the design and distribution of tools (educational and methodological material, handbooks, impact assessment guides, reports, etc.).

These measures will be aimed especially at persons involved in and/or responsible for drawing up, implementing and evaluating policies and programmes at national level (staff of the ministries responsible for policies and programmes).

As measures are aimed at national beneficiaries and fall under national context, transnational partnerships are of no particular interest in connection with this call for proposals. The expertise needed for the preparation or implementation of tools and measures (national or other) may be obtained by subcontracting¹⁰.

⁷ Norway, Iceland and Liechtenstein.

⁸ Croatia, FYROM, Turkey and Serbia

⁹ http://www.consilium.europa.eu/ueDocs/cms_Data/docs/pressData/en/ec/89013.pdf

¹⁰ See section on subcontracting in the guide for applicants

3. TERMS AND CONDITIONS OF FUNDING

- (1) The total estimated budget for this call is around €2 300 000 (budget line 04 04 01 05).
- (2) The proposal must respect the maximum limits for Community cofinancing, i.e 80% of total eligible costs. Contributions in kind are not accepted.
- (3) The requested grant should not be higher than €250 000 and priority for funding will be given to proposals requesting grants of at least € 115 000, but those involving smaller amounts are not excluded if their national impact will be significant.
- (4) Each country participating in this call for proposals may submit only one application for funding.
- (5) Only expenditure incurred by the actual beneficiary will be eligible.

4. ELIGIBILITY CRITERIA

4.1. Eligibility criteria for applicants

- (1) The applicant must be:
 - A national authority, (priority will be given to the national ministry in charge of the equality between women and men policy but if this ministry is not in a position to submit a proposal, it can be carried by another ministry)
 - or an Equality Body according to Directive 2002/73/EC¹¹

The Equality Body must:

- be expressly mandated by the national ministry in charge of the gender equality policy in writing to assume responsibility for the implementation of the action. Proof thereof must be provided in the form of the documents referred to in the checklist (document 7);
- have its own legal status and be registered in one of the PROGRESS participating countries.

4.2. Eligibility criteria for proposals

Proposals must comply with the following criteria:

¹¹ Directive 2002/73/EC of the European Parliament and of the Council of 23 September 2002 amending Council Directive 76/207/EEC on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions, *OJ L 269, 5.10.2002, p. 15–20*

- (1) The proposed activity must be coherent with the activities under the PROGRESS Programme;
- (2) The proposal must respect the maximum limits for cofinancing in line with point 3(2);
- (3) The proposal may not benefit from other Community funding.

5. EXCLUSION CRITERIA:

Applicants must certify, using Annex E1 to the SWIM form (duly signed), that they are not in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation of the European Communities.

6. SELECTION CRITERIA

Only organisations with the necessary operational and financial capacity may be awarded a grant:

- (1) Operational capacity to complete the proposed action:

The applicant must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant must have a strong track record of competence and experience in the field and in particular in the type of action proposed. This will be assessed on the basis of the CV of staff involved in the action. As proof, the applicant must submit, together with their grant applications, the supporting documents referred to in the checklist (documents 3 and 14).

- (2) Financial capacity to carry out the action:

The applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary. As proof, the applicant must submit, together with its grant application, the supporting documents referred to in the checklist (document 15). The verification of financial capacity will not apply to public bodies.

7. AWARD CRITERIA

The grants will be awarded following a comparative assessment of the proposals on the basis of the following criteria:

7.1 Quality assessment of the proposal:

- (1) Relevance and degree to which the proposed activities meet the purpose of the call for proposals. Clarity of the presentation of the background, aims and expected results of the project. Innovative nature of the proposed activities (in the sense that these should not be activities which have already been developed).
- (2) Identification of the needs of the key players and definition of a clear and appropriate strategy to meet these needs and achieve the project objectives. Relevance of the

activities proposed to enhance awareness of gender mainstreaming, improve knowledge of the concept, and produce and distribute tools for its effective implementation.

- (3) Scope and effectiveness of dissemination methods.
- (4) Clarity and feasibility of the work programme, including distribution of tasks, timetable, and methodology.
- (5) Quality of the mechanisms for ongoing monitoring and final evaluation.

8. DURATION

The duration of the project should be around 18 months. Project activities must commence in 2010.

9. HOW TO SUBMIT APPLICATIONS

The compulsory on-line grant application form as well as the other requested forms can be found at the following Internet address:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

The compulsory annexes must also be filled in online on this site (and then printed out for signature).

After filling in the form, **applicants or their legal representative must submit it both electronically and in hard copy.**

- A. **Electronic submission:** validate the application (click on the “send” button). This step is *irreversible* and must be carried out before the closing date.
- B. **Hard copy submission:** print out the validated form (with all the sections and annexes), have it signed by the legal representative, attach all the required documentary evidence (see checklist) and send one original and two copies before the closing date (the date of the postmark or courier receipt serving as proof) to the following address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Call for proposals – VP/2010/009
EMPL G1 – Equality between Men and Women
B-1049 Brussels
Deliveries by hand may be made only to the Commission’s central mail service at the following address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Call for proposals – VP/2010/009
EMPL G1 – Equality between Men and Women
1, avenue du Bourget
B-1140 Evere

NB: The number of the call for proposals must be indicated clearly on the envelope. Applicants must keep a copy of the post office or courier receipt or, in the event of delivery by hand to the central mail service, the acknowledgement of receipt. Furthermore, applicants are requested to:

- check carefully that their paper submissions contain all the documents referred to in the checklist ;

- ensure that they fulfil the submission conditions referred to above;

- carefully read the financial conditions contained in Annex II to the call for proposals.

10. CLOSING DATE

The closing date for this call is **midnight, Brussels time, on 17/05/ 2010.**

Given that technical difficulties can arise, applicants are strongly advised to fill in, validate and send their files electronically and in hard copy in good time before the closing date.

11. NOTIFICATION PROCEDURE

The Commission will examine applications in the light of the above criteria. The Commission's decision is final. The entire procedure is strictly confidential.

The Commission will notify applicants once the evaluation process is finalized.

Should the Commission award a grant, a standard agreement setting out the conditions and the grant amount in euro will be settled with the beneficiaries. Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both copies must be sent back to the Commission, which will then return one copy signed by both parties.

Unsuccessful applicants will be informed in writing of the decision taken with regard to their applications.

ANNEX 1: CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH PROPOSALS

(Public bodies do not need to supply documents 11, 12, 13 and 15)

1	Official covering letter including the application for funding, mentioning the reference number of the call for proposals and the amount requested and bearing the original signature of the legal representative.
2	Grant application form. This form must be dated and bear the original signature of the applicant body's legal representative.
3	Declaration on honour bearing the original signature of the legal representative and attesting financial and operational capacity of the organisation. (Annex E1)
4	Signed letter(s) of commitment from the applicant and/or other sources confirming their financial contributions in cash (indicating the amount). Together, these letters of undertaking must cover 20% of the eligible costs of the project. (Annex E2)
5	Financial identification form duly completed and bearing the account holder's original signature and the bank's original signature and stamp. (Annex E3),
6	“Legal entity” form , duly completed, dated and bearing the original signature of the legal representative. (Annex E4)
7	Description of the action (Annex E5)
8	Detailed Work programme (Annex E6)
9	Contracts for implementing the action (Annex E7)
10	Mandate letter from the ministry in charge of the gender equality policy mandating the Equality Body to submit a proposal in response to this call for proposals (where the applicant is not the national authority but the Equality Body). (Annex E8)
11	Applicant's constitution/articles of association or equivalent , demonstrating that the applicant meets the criteria of the call for proposals (not required from public bodies).
12	Legal registration certificate testifying to the legal personality of the applicant (not required from public bodies).
13	Where relevant, a document stating the applicant's tax identification number or VAT number(not required from public bodies).
14	Declaration of the project leader attesting the competences of the team instructed to achieve the tasks envisaged, accompanied by the curriculum vitae of persons who will achieve the principal tasks dated and signed.
15	Balance sheets and profit and loss accounts for the last two completed financial years, so as to demonstrate the applicant's financial capacity (not required from public bodies).

To facilitate the processing of applications, all documents should preferably be written in or translated into one of the Commission's three working languages, i.e. English, French and German.

Please note that all documents must be submitted in triplicate.

ANNEX 2: GUIDE FOR APPLICANTS

FINANCIAL GUIDELINES FOR APPLICANTS

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The purpose of this document is to enable applicants to prepare their grant applications.

Please be sure to read these guidelines carefully before replying to the current call for proposals.

MAIN FINANCIAL AND MANAGEMENT RULES

Disclaimer: this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities¹² and its Implementing Rules¹³. The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

12. GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

Co-financing principle

Union grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).¹⁴

No double financing rule

Each action may give rise to the award of only one grant, there can be no duplicate European Union funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.¹⁵

No-profit rule

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action.

¹² Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

¹³ Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

¹⁴ Art. 113 FR and 172 IR

¹⁵ Art. 111 FR and 173(5) IR

Any income of the action must be indicated in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.¹⁶

13. RULES RELATED TO THE GRANT REQUESTED

- The Union grant will not exceed 80% of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least 20% of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.
- Signed letters of commitment from the applicant organisation and/or other sources must be provided stating the precise amount of each financial (cash) contribution to the budget. If other institutions or organisations (partners) are involved in carrying out the project, the letter of commitment/partnership, from each of the partners, should also provide the name, address and person responsible and explain the nature of their involvement.
- An external audit report of the previous accounts of the applicant organisation produced by an approved external auditor must be provided for grant applications where the cost to be financed exceeds EUR 500.000.¹⁷ The report must certify the accounts for the last financial year available.
- 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 impose financial and administrative penalties¹⁸.

14. THE ESTIMATED BUDGET OF THE ACTION

14.1. The budget must be detailed and balanced

Grant applications must include a detailed estimated budget presented in Euro (see application form). Applicants established in countries outside the Euro zone must use the conversion rates published in the Official Journal of the European Union (<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>). Applicants should be aware that they fully carry the exchange rate risk.

¹⁶ Art. 109(2) FR and 165(1) IR

¹⁷ Art. 173(4) IR (No audit report is required from public bodies or international organisations.)

¹⁸ Art. 175 IR

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure¹⁹. Please make sure that all the items related to the implementation of the action are included and not just those for which financing is being sought.

14.2. Expenditure

Expenditure must include the estimated costs exclusively for the implementation of the action.

14.2.1. General criteria for eligibility of costs

In order to be eligible for Union funding, costs must meet the following criteria²⁰:

- (a) be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- (b) be indicated in the estimated overall budget of the action attached to the grant agreement;
- (c) be necessary for the implementation of the action which is the subject of the grant;
- (d) be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- (e) comply with the requirements of applicable tax and social legislation;
- (f) be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The successful applicant must take care to avoid any unnecessary or unnecessarily high expenditure.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

¹⁹ Art. 173(3) IR

²⁰ Art. 172a IR

Documentation justifying costs must be kept by the beneficiary for **five years** following final payment by the Commission.

Expenditure eligible for financing may not have been incurred before the grant application was lodged.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

14.2.2. Eligible direct costs

The eligible direct costs for the action are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly.

In particular, the following direct costs may be considered eligible:

Staff costs

The costs of staff (permanent or temporary staff employed by the beneficiary or the partners) assigned to the implementation of the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, are eligible. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

The form reserved for these costs in the budget estimate (see application form) should be completed by indicating the persons to be remunerated (full-time/part-time), the number of days of work to be performed and the daily rate calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per year.

When submitting the request for final payment, the beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

The cost of any work to be performed by external experts by means of subcontracting must not be included in staff costs but under services.

Travel, accommodation and subsistence allowances

Travel costs must not exceed the most reasonable rates available on the market. Accommodation and subsistence costs related to the participants to the action are eligible provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved periodically by the Commission which are set out in the table below.

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The *Daily subsistence allowances (DSA)* are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and two main meals, local transport, the cost of telecommunications and all other sundries. Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- more than 6 hours up to 12 hours inclusive: 0.5 DSA;
- more than 12 hours up to 24 hours inclusive: 1 DSA;
- more than 24 hours up to 36 hours inclusive: 1.5 DSA;
- more than 36 hours up to 48 hours inclusive: 2 DSA;
- more than 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country are set out in the table below, and applicants are advised to adhere to these rates in their budget estimates²¹:

²¹ The daily allowance rates are subject to periodic review by the Commission.

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>	<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT	Austria	95,00	130,00	LU	Luxembourg	92,00	145,00
BE	Belgium	92,00	140,00	LV	Latvia	66,00	145,00
BG	Bulgaria	58,00	169,00	MK	F.Y.R. of Macedonia	50,00	160,00
CY	Cyprus	93,00	145,00	MT	Malta	90,00	115,00
CZ	Czech Republic	75,00	155,00	NL	The Netherlands	93,00	170,00
DE	Germany	93,00	115,00	PL	Poland	72,00	145,00
DK	Denmark	120,00	150,00	PT	Portugal	84,00	120,00
EE	Estonia	71,00	110,00	RO	Romania	52,00	170,00
EL	Greece	82,00	140,00	SE	Sweden	97,00	160,00
ES	Spain	87,00	125,00	SI	Slovenia	70,00	110,00
FI	Finland	104,00	140,00	SK	Slovakia	80,00	125,00
FR	France	95,00	150,00	TR	Turkey	55,00	165,00
HR	Croatia	60,00	120,00	UK	United Kingdom	101,00	175,00
HU	Hungary	72,00	150,00	IS	Iceland	85,00	160,00
IE	Ireland	104,00	150,00	LI	Liechtenstein	80,00	95,00
IT	Italy	95,00	135,00	NO	Norway	80,00	140,00
LT	Lithuania	68,00	115,00	CH	Switzerland	80,00	140,00
				SR	Serbia	80,00	140,00

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the beneficiary and these should therefore not be included in the budget estimate.

Catering

The total amount calculated according to the above mentioned rules regarding Daily subsistence allowances shall constitute a maximum. If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly.

Costs of services

Information dissemination, publications costs can be taken into account provided that they are directly related to the action. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned the frequency and language of publication, an indication of the production costs per copy as well as an estimate of the distribution costs where appropriate.

Translation costs must include the following details: the number of languages, the number of pages to be translated and the rate applied per page. These rates may not exceed the most reasonable market rates.

Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. The accepted daily fee of an interpreter may not exceed EUR 700 (including VAT). Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

Evaluation: if the proposal supported requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an on-going basis, the progress of the action in relation to the objectives defined at the beginning and the results. The cost of such work will be regarded as eligible expenditure.

Subcontracting

Any service undertaken by an external party in connection with the implementation of the action is considered to be **subcontracting**.²²

Applicants should have the operational capacity to complete the action to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that²³ the relevant terms applicable to itself under the agreement are also applicable to the subcontractors. Which tasks will be subcontracted and why this subcontracting is necessary, must be clearly specified in the annex E7 foreseen to this purpose in the application form.

²² Art. 120FR, 184 IR

²³ The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits

Main rules related to subcontracting activities

When concluding external contracts in order to implement the action, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money, i.e. the best price-quality ratio**. In doing so, the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests²⁴.

Contracts as referred above may be awarded only in the following cases:

- a) They may only cover the execution of a limited part of the action;
- b) Recourse to the award of contracts must be justified in relation to the nature of the tasks necessary for the implementation of the action;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts while the action is underway shall be subject to prior written authorisation by the Commission;
- e) The beneficiary shall retain sole responsibility for the implementation of the action and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under the agreement;
- f) The beneficiary must undertake to ensure that the terms, mentioned above, applicable to itself under the agreement are also applicable to the subcontractor.

Administration costs

Depreciation for purchase of equipment²⁵: the purchase cost of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Union funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission. A justification for the need of purchasing such equipment is to be annexed to the budget estimate.

²⁴ In addition to these general rules, where the value of the external contract exceeds EUR 60 000, beneficiaries may be required to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the estimated value of the contracts concerned, the relative size of the Union contribution in relation to the total cost of the action and the management risk

²⁵ Art. 172 IR

Other eligible administrative costs are: rent of meeting rooms (coffee breaks included), rent of interpretation booths, communications' costs, charges for financial services, costs relating to a bank guarantee and to external audits, etc. Indicative amounts for rental of booths, excluding technical equipment: EUR 750 (excluding VAT) per day. Rental of booths with equipment and technical assistance: EUR 1200 (excluding VAT) per day.

14.2.3. Eligible indirect costs - Overheads

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs for the action. They are limited to a maximum flat-rate of 7% of the total eligible direct costs for the action. These can include maintenance, stationery, photocopying, mailing postage, 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. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes a provision for flat-rate funding in respect of indirect costs, they need not to be supported by accounting documents.

Indirect costs are not eligible for an action where the beneficiary already receives an operating grant from the Union budget during the period in question.

14.2.4. Non-eligible costs

The following expenses are ineligible and not accepted:

- contributions in kind: these are contributions that are not invoiced, such as voluntary work, equipment or premises made available free of charge;
- return on capital;
- debt and debt service charges;
- doubtful debts;
- provisions for losses or potential future liabilities;
- interest owed;
- exchange losses;

- VAT, unless the beneficiary can show that he/she is unable to recover it according to the applicable national legislation;²⁶
- excessive or reckless expenditure;
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant.

14.3. Income

Total income must be identical to total expenditure. The income side of the budget must show:

- The beneficiary's contribution in cash: the direct monetary (cash) contribution from the applicant's own resources and/or the contribution from any other fund providers. This means a financial flow that can be traced in the written accounts of the beneficiary.
- The revenue generated by the action: any income expected to be generated by the implementation of the action should be detailed (such as. the yield from sales of publications).
- The Union grant: the grant requested from the Commission.

15. HOW THE GRANT WILL BE CALCULATED

If the proposal is selected for a grant, the Commission will calculate the Union contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action.

The Commission reserves the right to reduce the grant requested if the proposal is acceptable but considered too expensive, and to reduce individual unit costs if these are estimated to be too high.

Determination of the final amount of the grant

²⁶ It should be noted that VAT paid by a public body to operators who are subject to VAT (when purchasing goods or supplying services within the framework of the implementation of the co-financed action) is not eligible. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost would lead to double financing (by the Union and by the fiscal revenue).

The Union final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the no-profit rule.

- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement

The Union final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the Union grant laid down in the grant agreement.

As a result, if the actual expenditure turns out to be lower than the expenditure you budgeted, the actual grant will also be reduced in application of the percentage contribution which will remain the same. If the actual expenditure turns out to be higher than the expenditure budgeted, the Union grant will not be increased. It is therefore in the applicant's interest to submit a realistic estimate of expenses.

- Verification of compliance with the no-profit rule

The grant may not have the purpose or effect of producing a profit for the beneficiary²⁷.

On the basis of the above rule if the total income of the action is higher than the total costs, the final grant amount will be reduced accordingly so that it will not produce a profit.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity report and the final statement of expenditure. The expenditure that is committed to the implementation of the action must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than inputted costs.

16. AGREEMENT GOVERNING THE GRANT

²⁷ Art. 109(2) FR

Should the Commission award a grant, a standard grant agreement for an action setting out the conditions and maximum level of funding will be concluded with the beneficiary.

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

17. PAYMENT PROCEDURES

The payment arrangements will be laid down in the grant agreement.

Generally, payment of the grant will be made in three instalments (two pre-financing payments and a final payment under the following conditions:

- A pre-financing payment of 40% at the signature of the grant agreement.

- A second pre-financing payment of 30% of the total amount awarded upon receipt and approval by the Commission of a progress report on implementation of the action and detailed statement of the costs already incurred, showing that at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new-pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment²⁸.

- The balance will be paid upon acceptance by the Commission of the final technical implementation report and final financial statement.

18. GUARANTEE²⁹

²⁸ Art. 180(1) IR

²⁹ Compulsory in the case of pre-financing representing over 80% of the total amount of the grant and exceeding EUR 60 000. However, this requirement may be waived for public-sector bodies and international organisations or for beneficiaries who have signed a framework partnership agreement with the Commission. (Art.118 FR and 182(1) IR)

The Commission may require the beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary in accordance with the conditions laid down in the grant agreement.

The guarantee may be replaced by a joint and several guarantee by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

19. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS³⁰

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro. The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission.

If the funds paid into the account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits, if they have been generated by pre-financing payments which remain the property of the European Union, shall not be treated as a receipt for the action.

The beneficiary shall, as specified in the grant agreement, inform the Commission of any interest or equivalent benefits yielded by pre-financing payments higher than EUR 50 000, it has received from the Commission. Notification must be made when the request is introduced for interim payment or for payment of the balance that clears the pre-financing.

³⁰ Art. 5(a) FR, Art. 3, 4, 4(a) IR

Interests yielded by pre-financing payments between EUR 50 000 and 750 000 will be directly deducted from payments. Interests generated by pre-financing payments higher than EUR 750 000 will be recovered through a recovery order.

Interests shall not be due to the Union for pre-financing paid to Member States, to their regional or local authorities including organisms and administrative and instrumental structures under their control, or paid in the framework of joint management with international organisations.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

20. SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The final report on the implementation of the action along with a final financial statement of all actual expenditure and actual revenue are to be sent within three months from the closing date of the action. The final report should answer at least to the following questions:

- 1) How was the project performed? Was it performed in accordance with the description of the action annexed to the grant agreement? (Describe the project, its results and methodology, planned activities, timetable, partners, participants, etc.).
- 2) To what extent did the project meet the objectives set?
- 3) What was the European added value of the implementation of the action?
- 4) How was the project presented to the public and how were the results disseminated?
- 5) Did the target audience participate in the project and was it aware of it?
- 6) What other efforts were made to ensure that the project had long-term impact?
- 7) What lessons have been learned from this experience?
- 8) Will the project be followed up and, if so, how?
- 9) Describe the results of the evaluation (internal/external) of the implementation of the action.

The final report must be completed using the template in the grant agreement.

In addition to these requirements, other documents that might be indicated in the text of the call for proposals must also be provided and requirements under annex3 must be fulfilled.

Should the final report be deemed to be inadequate or of low quality, the Commission reserves the right to request additional information within 60 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

21. PUBLICITY

Beneficiaries of the grant are required to mention clearly the fact that they have received funding from the Union in any publication or in other materials, and during activities (conferences or seminars, etc.), for which the grant is used, using the following wording: "**With support from the European Union**". The logo of the EU, given at the following web address: http://europa.eu/abc/symbols/emblem/index_en.htm should also be visible.

Any communication or publication by the beneficiary, in any form and medium, including the Internet, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

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

All grants awarded in the course of a financial year shall be published on the Internet site of the Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.

By signing the grant agreement for an action, the beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet site of the Union³¹:

- the beneficiary's name and the address
- the subject of the grant,

³¹ Art. 110(2) FR, 169(2) IR

- the amount awarded and the rate of funding of the costs of the action.

Upon a duly substantiated request by the beneficiary, publication of this data can be waived if it threatens the safety of the beneficiary or harms his business interests.

See also publicity requirements under annex3.

22. EVALUATION

If the proposal should include a specific evaluation component for ongoing monitoring and final evaluation of the action, these costs can be taken into account as eligible in the budget estimate.

Successful proposals could be the subject of an ongoing and ex-post evaluation led by the Commission and/or by independent experts selected by the European Commission. Therefore, the beneficiaries of the grant undertake to make available to the Commission and/or persons authorised by it, all necessary documents or information as will allow the evaluation to be successfully completed and give these persons the rights of access required.

23. CHECKS AND AUDITS

An external audit report is required in the following cases:

23.1. Audit report in support of grant applications³².

Organisations' proposals for an action for which the grant exceeds EUR 500 000, shall be accompanied by an external audit report produced by a certified auditor. That report shall certify the accounts for the last financial year available.

23.2. Audit report in support of requests for payment³³

In the case of a grant for an action over EUR 750 000, requests for payment shall, when the cumulative amounts per financial year of requests for interim payments and for payment of the balance is at least EUR 325 000, be accompanied by an external audit report produced by an approved auditor or in case of public bodies, by a competent and independent public

³² Art. 173(4) IR

³³ Art. 180(2) IR

officer. Its purpose is to certify that the submitted accounts comply with the financial provisions of the agreement, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible according to the grant agreement and that all receipts have been declared.

The obligation to provide such a certification of the financial statements and underlying accounts may be waived in the cases of grant beneficiaries that are public bodies or international organisations. If an external audit of the action's accounts is not required, the beneficiary himself shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

The beneficiary undertakes to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The beneficiary must enable the Commission and/or the Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant's organisation for five years following final payment by the Commission.

24. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM

The Internet Web application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed in the following web address³⁴: <https://webgate.ec.europa.eu/swim>

24.1. Introduction of grant applications

The grant application form has to be electronically filled in as follows: first, access the system at the address mentioned above and click on the link "New grant application", then, select the number of the call for proposals you wish to apply for and, eventually, fill in your application. Once your application is completed, click on the "submission" button in order to finalised the submission procedure. Please note that after submitting your application form electronically no changes to the application are possible.

³⁴ For more technical details on SWIM utilisation, a user's manual is available on line

After its electronic submission, the application form must also be printed out, signed by the legal representative of the organization submitting the proposal and sent by post to the responsible Unit, as specified in the text of the call for proposals.

Failure to respect this procedure will render the application ineligible.

24.2. Requests for payments and budgetary modifications

In addition to the documents specified in the grant agreement, financial documents required in support of requests for further pre-financing payments and for payment of the balance, as well as requests for modifications of the budget estimate to be made by addendum must also be electronically submitted using SWIM.

To be allowed to log on to SWIM and access its grant file, the beneficiary will be asked to enter in the login page the same File number and Access code assigned by the system to the grant application when it was created.

25. DATA PROTECTION

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data.³⁵ Replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, applicants may be sent personal data to correct or complete. For any question relating to these data, please contact the Commission department to which the form must be returned.

Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

26. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

³⁵ Official Journal L 8, 12.1.2001.

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

ANNEX 3

PROGRESS – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2010

1.- GUIDE ON HOW THE ACTIVITIES SHALL BE CARRIED OUT

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and commissioned or supported activities. Consequently, the Beneficiary will take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of the proposed activities includes a gender perspective by considering systematically the women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while executing the requested service. This will ensure in particular that where the Beneficiary organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

2.- PUBLICITY AND INFORMATION REQUIREMENTS

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has been commissioned for the 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 the Community Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is supported under the European Community Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It 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-EEA and EU candidate and pre-candidate countries.

PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS will be instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

For more information see: <http://ec.europa.eu/progress>

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 activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present contract.

3.- REPORTING REQUIREMENTS

PROGRESS is implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing these results, including setting out clearly the desired results, implementing plans based upon these results and learning about 'what works' in the process;
- Seizing opportunities to work together whenever this helps achieve the results.

The Strategic Framework, developed in collaboration with Member States and civil society organisations, sets out the intervention logic for Progress-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en> .

The Commission regularly monitors the effect of PROGRESS-supported or commissioned initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Beneficiary will be asked to dedicatedly work in

close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. The Beneficiary will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement. In addition, the Beneficiary will make available to the Commission and/or persons authorised by it all documents or information that will allow **PROGRESS** performance measurement to be successfully completed and to give them the rights of access.

OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

