EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Europe 2020: Employment Policies
Mobility and Employment Services

BUDGET HEADING 04 03 02 01

EaSI - PROGRESS – Mobility for Professionals

CALL FOR PROPOSALS

VP/2015/009

Version 30/03/2015

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

Questions should be sent by e-mail only to: EMPL-VP-2015-009@ec.europa.eu
To ensure a more rapid response, it would be helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

April 2015

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1 INTRODUCTION

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

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

2 POLICY BACKGROUND

President Juncker stressed in his political guidelines that this Commission will promote labour mobility not only as a right to free movement of workers, but also as an economic opportunity - especially in the face of persistent vacancies and skills mismatches and globalised economy challenge.

Therefore, as part of its work programme for 2015, the Commission will present in 2015 the Labour Mobility Package, a set of initiatives aiming at supporting labour mobility and tackling abuse by means of better coordination of social security systems, the targeted review of the Posting of Workers Directive and an enhanced EURES, which could include as well an initiative supporting mobility.

Member States and business communities in Member States have an interest in implementing appropriate mechanisms to address labour mismatches not only where there are skills shortages at national level (which entail linking national vacancies with the right talent from abroad) but also to reduce qualification or skill mismatches (through acquisition of skills for workers to ensure productivity and globally competitive companies).

For companies aiming at investing in their human resources by offering a European experience to their employees, the organisation of short term assignments or exchanges is complex from a legal point of view and administratively burdensome. However, big companies usually have the means to overcome these barriers. They use this kind of short term secondments with their subsidiaries or other companies to benefit from EU and international dimension and to offer acquisition of skills and experience elsewhere. For medium and small sizes enterprises (hereafter SMEs) in particular, it is very difficult. Yet SMEs form a major part of the EU economy. As a result, the EU is not fully exploiting its potential in terms of reinforcement of human capital through exchanges, sharing of knowledge and cross fertilization.

The current EU initiatives focus on supporting the exercise of the individual right to free movement of workers and students (EU citizens). The existing EU programmes supporting geographical labour mobility and in certain cases covering the transnational cost of mobility focus on decisions by individuals to move during an educational cycle or a professional transition and not on company needs.

- Clarification and completion of articulation of rights (Enforcement Directive on free movement of workers making information and legal advice tools available for migrant workers; recognition of qualifications, supplementary pension's rights).

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

- Labour market tools for jobseekers giving information on available job vacancies and associated services (EURES) and an interoperable labour market language (ESCO) aiming at improving job matching at EU level.
- Support mobility programmes for young students (Erasmus+), for entrepreneurs (Erasmus for entrepreneurs) or for young jobseekers (Your first EURES job).

There is also a regulatory framework for posting of workers, aiming at enabling companies to provide services by posting workers who are exercising a job for the same employer on the territory of another EU country.

To date there is no EU level scheme for people already in a job and wishing to experience cross border mobility in another company for a limited period of time while maintaining the contractual link with their employer[2].

This type of mobility is initiated either by companies wishing to reinforce the international competences of their staff and establish cross-border contacts or by the employee(s) striving to develop new skills in the framework of lifelong learning (i.e. to learn from the experience of a partner company and broaden the personal set of skills and competences).

A European cross border mobility experience could be particularly beneficial for staff and companies exposed to work at international level, and more generally in order to acquire specific skills available in another company in another Member State and to reinforce transversal skills.

Such initiative could also complement EURES capacity and to support the mobility experience not only for people who are ready to take up a job in another country but also for those who are already employed and search for a short term mobility experience while keeping their job in the home country.

3 OBJECTIVES OF THIS CALL FOR PROPOSALS AND TYPES OF ACTIONS

3.1 Objectives of the call

The general objective of the call is to test whether there is a need for a scheme for mobility for professionals with companies, in particular for SMEs and associations representing enterprises at European level. As part of the process of setting up and testing such a scheme, an analysis of the needs and feasibility to create it can be financed under this call.

The testing (with a strong legal analytical dimension) could consist in an action supporting short term cross-border mobility for employees from a particular group of SMEs. The action could give financial support to a limited number of professionals identified for an exchange or a limited stay in another company.

Consequently, the call aims to achieve the following operational objectives:

1) To examine the state of play and the need for action at European level and the situation of SMEs, in particular to assess the demand for EU action and to identify the obstacles faced by companies, in particular SMEs, based on the compilation of information on existing similar or complementary schemes at

[2] Some initiatives based on temporary assignment in a company exist at the national level, such as International volunteers in enterprise in France (Volontaires internationaux en entreprise (VIE))

national and European level, a survey carried among SMEs, workshops with employers, and consultations and market research among European organisations representing enterprises;

2) To design, test and evaluate a pilot scheme supporting short term cross-border secondments for employees, in particular from small and medium companies taking into account the results of the survey and workshops with employers, the existing studies and the initiatives in place and the evaluation of the pilot scheme

3) To explore possible options for a future EU intervention in this area, possible benefits and obstacles, taking into account the results of the results of the analysis and of the pilot action

Measures to be financed under this call should encompass both an analytical component in order to assess the needs and obstacles and an action-oriented component in order achieve approx. 100 – 300 secondments.

3.2 General requirements on issues to consider for the activities funded under EaSI

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

a) pay particular attention to vulnerable groups, such as young people;

b) promote equality between women and men;

c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;

d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

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

3.3 Types of actions

The Commission aims to support actions of duration of 18 months consisting of the following components.

3.3.1 **An analytical component: producing an analysis of needs and obstacles**

This component shall include in particular:

a) <u>Consultations, surveys and market research:</u> Consultations will be undertaken with associations representing enterprises, in particular to examine the need for EU action and the situation of companies, SMEs in particular. On this basis, a survey to companies will be undertaken to assess the demand for EU action and identify the different legislative, cost related and administrative obstacles faced by companies, in particular SMEs.

b) <u>Workshops with representatives of companies</u>, SMEs in particular, will be organised to examine the state of play, to identify the obstacles (legislative, cost related and administrative obstacles) and to look at options for EU action, taking into account the results of the survey, the existing studies and the initiatives in place.

c) Mapping existing initiatives and schemes in the EU: A literature review and desk research will be conducted to identify the existing initiatives in the private and not for profit sector in Member States and examine their costs and benefits, lessons learned and the complementarity as regards possible EU action.

d) Producing an analysis, summarising in a clear and credible way the findings of the research on needs and mapping exercise above. The report should be data-driven, with synthetic description and analyses, highlighting the following aspects which can be subsumed under needs and feasibility requirement of the scheme promoting mobility of professionals: legal issues, cost related and administrative obstacles, innovative tools at national and regional level and other, including the conclusion on feasibility of a pilot program. A proposal on design of the pilot action at EU level should be presented, including recommendation on possible target sectors or occupations if relevant, scope of the action etc.

3.3.2 An action-oriented component: a pilot scheme on short time cross border secondments and/or exchanges of employees.

This component shall comprise 3 phases:

a) Preparation (1): building networks and creating contacts between companies, operational infrastructure and conditions to facilitate the project of secondment

b) Implementation (2): testing the feasibility and modalities of secondments. A pilot scheme should test a chosen model of the secondment by facilitating and financially supporting secondments or exchanges of the professionals in another company.

c) Evaluation (3): Conclusions on feasibility and lessons learned from the pilot scheme should be presented in the final report. The final report should analyse the main challenges in the implementation and coordination of the action as a whole. The final report will further bring recommendations on possible options for a future intervention of the EU in this area and on what works and doesn't work, including in terms of specific (financial) support.

Applicants shall pay particular attention to a **thorough preparation phase for the pilot scheme on secondments**, ensuring*:*

- A proper identification of the sending and hosting companies, eventually targeting sectors with a high international or cross-border activities, employees ready for secondment.

- The development and set-up of the outreach and matching strategy during the life-time of the action.

- The identification and testing mechanisms of co-operation and dissemination. This includes clear identification of the roles of all actors, the employer organisations as facilitators, participating companies and employees.

- The definition of the objectives for both employers and employees. It is foreseen that the seconded worker would reinforce the team of the hosting company and contribute to the daily work. Drafting a brief plan for the secondment, summarising the motivations of both sides, clear description of the conditions and requirements etc. could help both the sending and hosting employer and the mobile employee to specify the expectations, plans and perceive the expected benefits from the exchange.

The action shall also elaborate on **the provision of administrative and financial support** to all actors as follows:

- The action should be based on support by associations representing enterprises (the applicants). Their task should be to establish the infrastructure, roles and responsibilities of different participating parties and to help overcome the obstacle for the participating companies as defined above throughout the whole lifespan of the secondments process.
- The duration of the secondment of the individual workers should be between one to six months.
- The secondment will be partially supported by a financial contribution from the Union grant. The Union grant can cover travel costs related to taking up duties in the host company or eventually for an interview if relevant, a part of expatriation costs and of integration costs, and where relevant, also a short language training. Based on the assumption that both the sending and hosting company benefit from this temporary assignment, the costs covering wages, social security including health insurance contributions and other expatriation costs of the employee throughout his secondment should be shared between both companies.
- The applicants should propose a feasible design and test the distribution of costs during the time of secondment between the companies.

In this framework, the applicants should propose and test the modalities and potential design of an efficient and effective administrative, legal and finance support model based on the previous analytical work and the experiences of the applicants.

Following the internal evaluation of the pilot project, the applicants should formulate the lessons learned, conclusions on feasibility of such models and recommendations for the future.

3.3.3 Overall networking activities and coordination with the Commission

For both components as outlined in section 3.2.1 and 3.2.2, the action shall aim at facilitating a broad networking of stakeholders including:

- Representatives from SMEs, sectors with a high international or cross-border activities;

- Sectoral employer organisations, chambers of commerce, representatives from SMEs;

- Representatives from specific professional associations, crafts organisations, etc.

The networking of stakeholders can be organised by facilitating peer learning workshops, structured study visits or thematic working groups on assessing the options, obstacles, risks, condition, legal issues related to this kind of short term secondment or exchange activities.

The action shall include awareness and dissemination measures, involving the creation of concrete tools to share and diffuse knowledge (website, leaflets, video-based products, conferences, seminars, etc.).

The estimated budget should include provisions for at least two meetings with the Commission in Brussels for two participants from the management of the project .

4 EVALUATION CRITERIA

4.1 Exclusion criteria

Applicants must not be in one of the situations referred to in Articles 106(1) and 107 to 109 of the Financial Regulation[3]. The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non-fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the Community budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

4.2 Eligibility criteria

Eligible applicants (lead applicant and co-applicants) must:

1. be properly constituted and registered legal entities.

2. be established in one of the EaSI-PROGRESS participating countries, i.e.:

   - EU Member States.

   - EFTA/EEA countries, in accordance with the EEA Agreement (Iceland and Norway).
   - Candidate and potential candidate countries, in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes[4].

Eligible lead applicants must:

- be employers organisations or associations representing the employers' interest established at European level

[3] Regulation (EU, Euratom of the European Parliament and of the Council n° 966/2012 of 25.10.2012 (OJ L 298,26.10.2012) http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

[4] Albania, Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey. Other Candidate and potential candidate countries, would also participate in accordance with the general principles and the general terms and conditions laid down in the Framework Agreements concluded with them on their participation in Union programmes from 2015. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-2015-009@e.europa.eu) their eligibility.

To be eligible, proposals must:

- be in line with the objectives and type of actions described in section 3;
- be fully carried out in the EaSI participating countries;
- have a meaningful dimension by ensuring the implementation of the action in at least five different EaSI participating countries;
- not benefit from other EU funding;
- Comply with the rules on subcontracting set out in the financial guidelines for applicants (Annex II).

To be eligible, applications must:

- be submitted as specified and by the deadline indicated in sections 7 and 8;
- be complete and include all the documents indicated in the checklist in Annex 1. Where specified in the checklist, documents must bear the original signature of the applicant's legal representative.

4.3 Selection criteria

The applicants (lead and co-applicants) must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for the award of a grant.

4.3.1 Financial capacity

Applicants (lead applicants and co-applicants) must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary. (The verification of financial capacity shall not apply to public bodies).

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

- Declaration on honour (see Annex I, checklist, point 3).
- The annual balance sheet and profit and loss accounts available from the last financial year (see Annex I, checklist, point 13).
- Profit and loss accounts and balance sheet summary for the lead and co-applicant organisations (see Annex I, checklist, point 14)

4.3.2 Operational capacity

Operational capacity to complete the proposed action: applicants 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. Applicants (lead and co-applicants) must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

Applicants (lead and co-applicants) must provide evidence of their operational (technical, management) capacity by producing:

- A list of the main projects carried out, if any, in the last three years relating to the subject of the call (see Annex I, checklist, point 16).
- The curriculum vitae of the persons responsible for managing the action and the persons who will perform the main tasks (see Annex I, checklist, point 15).

4.4 Award criteria

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

i. **Relevance of the proposal** to the call objectives: the extent to which the action meets the objectives and priorities of the call for proposals, in particular the extent to which it combines analysis of the needs and obstacles with a pilot scheme on secondments and the delivery of a feasibility study on possible options for a future EU intervention in this area (30 points);

ii. **Quality of the methodology and of the proposed activities:** The scope and methodology of the envisaged activities on analysis. The methodology, scope and feasibility of the envisaged pilot scheme on secondments. The degree of involvement of relevant organisations, the level of outreach to the companies, SMEs in particular. The description and division of tasks among applicant and co-applicants (if relevant). Overall clarity and completeness of the proposal and budget estimation. The extent to which the actions planned is adequate and feasible for reaching the objectives (25 points).

iii. **Impact of the proposal:** The level of planned support to the SMEs under the pilot scheme. The extent to which the proposal is likely to contribute to the overall expected number of secondments in other Member States. The added value, geographical coverage, transnational dimension and foreseen impact at national and EU level of the action as a whole. (25 points).

iv. **Visibility of the action;** the quality, expected impact and potential multiplier effect of the dissemination plan of the results. (10 points).

v. **The cost- efficiency of the operation** Coherence of the overall budget breakdown. Clarity and consistency of the estimated budget description and justification of costs. The degree to which the level of output and impact of the project is proportional to the amount of the requested grant. (10 points).

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

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

5 TIMETABLE

Stages	Date or indicative period
Publication of the call for proposals	April 2015
Deadline for submitting applications	26 June 2015
Evaluation period	July-August 2015
Signature of grant agreement or notification of grant decision	Early September 2015
Starting date of the action/ work programme	September 2015

6 AVAILABLE BUDGETARY ALLOCATION FOR THIS CALL FOR PROPOSALS

6.1 Budget available

Subject to the adoption of the 2015 Financing Decision for the EaSI programme, the total indicative amount available for this call for proposals is EUR 2 000 000. Due to the complex character of the action the Commission expects to co-finance one project under the present call.

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

6.2 Co-financing rate

The European Union's overall financial contribution will not exceed 95% of the total eligible costs of the proposed activities. Contributions in kind (i.e. contributions for which no financial flow can be traced in the written accounts like unpaid charity work done by individuals or corporate bodies, etc.) will not be taken into account.

Applications not respecting the ceilings stated above shall not be considered eligible.

The requested amount for direct support to companies (sending and receiving enterprises) and individuals must be specified under the heading 'Costs of services', item 'other services' of the estimated budget in SWIM. This cost item must be clearly marked. The application must provide, in the description of the action, a detailed breakdown of costs per support measure in the case of both the financial support to SMEs and other support measures.

7 DATE FOR SUBMISSION OF GRANT APPLICATIONS

7.1 Submission of the applications

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

The **deadline** for the submission of complete applications is **26 June 2015**.

Applications will be examined by an Evaluation Committee in the light of the evaluation criteria described in chapter 4 above.

7.2 Start date and duration of the actions

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

Applicants should note that they may receive the grant agreement after the start date of the action that they have set. Any expenditure incurred before signature of the grant agreement by both parties is at the applicant's risk.

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

Extensions after the maximum initial planned duration will not be granted, except in very exceptional circumstances if it becomes impossible to complete the project within the scheduled period for reasons beyond the control of the beneficiary, duly notified in advance and before the deadline specified in the grant agreement.

8 PROCEDURE FOR THE SUBMISSION OF PROPOSALS

8.1 Where can the application form be found?

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

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

This system allows the introduction, edition, validation, printing and submission of the grant application form. Once the application is submitted electronically, a print out of an exemplar has to be signed by the legal representative submitting the proposal and be sent to the Commission as per point 7.1 above. After submission of the application electronically no changes are possible.

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

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

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

8.2 Where to send the application?

Please send your cover letter and all the documents listed in the checklist (Annex I), **as signed originals** together with **one copy of all these documents (in total: two sets of documents).**

The hard copies must be sent to the addresses indicated below **by the submission deadline indicated above** (their submission date will be taken to be the date of dispatch, as per the postmark or the express courier receipt date) either:

a) by post to the following address:

European Commission Employment, Social Affairs and Inclusion DG Unit C.3- Mobility and Employment Services Office J-27 05/050 Call for proposals VP/2015/009 – "Mobility for Professionals" B-1049 Brussels (Belgium)

b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service to arrive **by 16.00** at the latest on the last day for submission to the following address:

European Commission Employment, Social Affairs and Inclusion DG Unit C.3- Mobility and Employment Services Office: J-27 05/050 Call for proposals VP/2015/009 - "Mobility for Professionals" Central Courier Service Avenue du Bourget, 1 1140 Evere (Belgium)

Proof of delivery is a signed receipt from the Central Courier Service stamped with the date of the last day for submission or earlier. In case of hand-delivery, please keep the receipt as proof of submission, signed and dated by the official in the Commission's central mail department who takes delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and on Commission holidays. Please note that for security reasons, hand deliveries (including courier services) are not accepted in other Commission buildings.

Please note that the SWIM electronic application form is available until midnight on the day of the submission deadline. However, as candidates must first submit the form electronically, and then print, sign and send it by post or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline**.

Regarding the presentation of the application file, applicants are requested to:

- follow the order of documents as listed in the checklist in Annex I;
- print the documents double-sided, where possible;
- only use 2-hole folders. **Please do not bind or glue the dossiers** (stapling is acceptable).

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

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

ALL ENQUIRIES MUST BE MADE BY E-MAIL ONLY TO:
EMPL-VP-2015-009@ec.europa.eu

- PLEASE DO NOT TELEPHONE –

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals.
The Contracting Authority has no obligation to provide clarifications to questions received after this date.
Replies will be given no later than 5 days before the deadline for submission of proposals.
To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.
No individual replies to questions will be sent but all questions together with the answers and other important notices in the course of the evaluation procedure, will be published on the DG Employment website: http://ec.europa.eu/social/main.jsp?catId=629&langId=en. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

8.3 Evaluation of proposals and notification of applicants

Applications will be examined by an Evaluation Committee. The Evaluation Committee will draw up a list of proposals recommended for funding.

The Commission may contact applicants in writing (usually by e-mail) during the procedure to request additional information. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to empl-vp-2015-009@ec.europa.eu.

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

Rejected applications

Unsuccessful applicants will receive a letter stating the reasons for rejection.

Selected applications

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

The grant agreement may include changes made by the Commission – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

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

9 EASI– ADDITIONAL CONDITIONS

9.1 Sources of funding

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

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

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

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

Every publication must include the following:

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

9.2 Monitoring

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

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

9.3 Communication and dissemination plan

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

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

ANNEX I: Checklist of documents to be submitted

The table below includes the documents that must be provided for the application to be eligible 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. Documents marked with * are obligatorily to be attached online in SWIM as well.

No.	Document	Specification and content	The document must be provided by each: Lead applicant	Co-applicant	Affiliated entity	Associate partner/ third party	Originally signed?	Checkbox
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2015/009/xxxx)	✓	--	--	--	✓	☐
2	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative. *Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.*	✓	--	--	--	✓	☐
3	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.	✓	✓	--	--	✓	☐
4	Letter of mandate*	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.	--	✓	--	--	✓	☐
5	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	---	☐
6	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed by the legal representative.	✓	✓	---	---	✓	☐
7	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).	✓	✓	--	--	--	☐
8	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	☐
9	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	☐
10	Financial identification form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed by the account holder.	✓	--	--	--	✓	☐
11	Letters of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement 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.	--	✓	✓	✓	✓	☐
12	Contracts for implementing the action*	The template is available in SWIM. **Only if applicable:** In case of subcontracting for external expertise where the value of external contracts exceeds EUR 5 000, detailed in-formation on the reasons and tasks to be subcontracted and about the selection procedure of the subcontractor must be included (English, French or German).	✓	✓	✓	--	--	☐
13	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	☐
14	Simplified balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	☐
15	Curricula vitae of key staff	**Cvs of the person responsible for managing the action** (named in section A.3 of the online application form) and **the persons who will perform the main tasks** (named under "Management/Coordination" under "Heading 1 – Staff costs" of the budget in the on-line application form). The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	☐
16	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 **and other than those already indicated** in the SWIM online application form..	✓	✓	✓	--	--	☐
17	Audit report	For grant requests of EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. The report should be submitted in English, French or German.	✓	✓	--	--	--	☐

Several documents, which are marked in checklist annexed to the call, must be provided as originally signed papers. However, these documents may exceptionally be submitted as copies only (being signed), provided that they only concern co-applicants, affiliated entities and associate partners. The originals must nevertheless be forwarded to the Commission without any delay once you receive them. **Please note that documents to be provided by the lead applicant must in any case be provided in their original version.**

April 2015

CALL FOR PROPOSALS

VP/2015/009

ANNEX II

FINANCIAL GUIDELINES FOR APPLICANTS

Annex II is available on the call website:
http://ec.europa.eu/social/main.jsp?catId=629&langId=en

April 2015