



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

Employment and Social Governance  
**Social dialogue**

**BUDGET HEADING 04 03 01 08**

**Industrial relations and social dialogue**

**CALL FOR PROPOSALS**

**VP/2018/001**

**Support for social dialogue**

**Any questions should be sent by email to:**

**[empl-vp-social-dialogue@ec.europa.eu](mailto:empl-vp-social-dialogue@ec.europa.eu)**

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

**This text is only available in English.**

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

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

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## 1. INTRODUCTION – BACKGROUND

### 1.1. Programme/Legal base

The legal basis of this call for proposal is the Commission Decision [C\(2018\)2529](#)<sup>1</sup> of 2 May 2018 amending decision C(2017)5636 concerning the adoption of the 2018 annual work programme for grants and procurements for DG EMPL prerogatives and specific competencies, serving as financing decision .

### 1.2. Policy and economic background

Budget heading 04 03 01 08 is intended to cover grants for measures **promoting social dialogue at cross-industry and sectoral level** in accordance with Article 154 of the Treaty on the Functioning of the European Union (TFEU), and for developing European social dialogue in its different dimensions of **information exchange, consultation, negotiation and joint action**.

The measures should help the social partner organisations (representatives of management and labour<sup>2</sup>) to contribute to addressing the overarching EU employment and social policy challenges as laid down in particular in:

- the Commission Communication *On steps towards Completing Economic and Monetary Union* (COM(2015)600);
- the Commission Communication *Establishing a European Pillar of Social Rights* (COM(2017)0250) as well as the related joint proclamation of European Parliament, Council and Commission of November 2017 and the Commission Communication *Monitoring the implementation of the European Pillar of Social Rights* (COM(2018) 130 final)<sup>3</sup>;
- the Annual Growth Survey, the Joint Employment Report and the recommendations addressed to the Member States in the context of the European Semester;
- the Political Guidelines presented by Jean-Claude Juncker in the Agenda for Jobs, Growth, Fairness and Democratic Change and the Commission Work Programmes.
- The *White Paper on the Future of Europe* (COM(2017)2025) and the five related thematic Reflection Papers, in particular the *Reflection paper on the social dimension of*

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<sup>1</sup> <https://intracomm.ec.europa.eu/sg/vista/home?documentDetails&DocRef=C/2018/2529&ticket=ST-2642006-LLVR9wuun3MJRGjelxDFK4732QTgDzi5x1JYQS1yX6WjR54HWDE0t6q5LQuUrQ6nwpNILDOLUzyLJW6ezYQSEG-Jj71zxYb8yrnWzIE0brLpb-4gdpNUWew9RX0MH3ggia1eA0UDDmm5A8m3d1OFM3xOO>

<sup>2</sup> A social partner organisation is either an organisation representing workers – often also referred to as "trade union" – or an organisation representing employers. They engage in some form of "social dialogue", discussing and often negotiating such issues as wages, working conditions, training, etc.

<sup>3</sup> [https://ec.europa.eu/commission/sites/beta-political/files/communication-monitoring-implementation-european-pillar-social-rights-march2018\\_en.pdf](https://ec.europa.eu/commission/sites/beta-political/files/communication-monitoring-implementation-european-pillar-social-rights-march2018_en.pdf)

Europe (COM(2017) 206) and the *Reflection paper on the deepening of the Economic and Monetary Union* (COM(2017) 291 )<sup>4</sup>.

The budget heading can be used to finance actions involving representatives of the social partners from the Candidate Countries<sup>5</sup>. It is also intended to promote equal participation of women and men in the decision-making bodies of both trade unions and employers' organisations. These last two components are cross-cutting.

## **2. OBJECTIVES – PRIORITIES – EXPECTED RESULTS – ACTIVITIES**

### **2.1. Objectives – Priorities**

#### ***General objective***

This call will be used to finance consultations, meetings, negotiations and other actions as outlined in the European Commission's Communication on *The European social dialogue, a force for innovation and change* (COM(2002)341), the Communication on *Partnership for change in an enlarged Europe – Enhancing the contribution of European social dialogue* (COM(2004)557) and the Commission Staff Working Document on the *Functioning and potential of European sectoral social dialogue* (SEC(2010)964)..

#### ***Definition***

European social dialogue refers to discussions, consultations, negotiations and joint actions involving organisations representing the two sides of industry (employers and workers).

#### ***Topics of specific interest***

Actions that address the following themes will be particularly welcome:

- the employment, social and economic challenges as identified in the European Pillar of Social Rights;
- the adaptation of social dialogue to changes in employment and work related challenges, such as :
  - modernisation of the labour market, job creation and job matching;
  - quality of work, anticipation, preparation and management of change and restructuring;
  - digitalisation of the economy and society – including artificial intelligence-, the greening of the economy, flexicurity and skills;
  - (intra-EU) labour mobility, migration, youth employment, health and safety at work, modernisation of social protection systems;

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<sup>4</sup> [https://ec.europa.eu/commission/white-paper-future-europe-reflections-and-scenarios-eu27\\_en](https://ec.europa.eu/commission/white-paper-future-europe-reflections-and-scenarios-eu27_en)

<sup>5</sup> Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call for proposals [http://ec.europa.eu/enlargement/countries/check-current-status/index\\_en.htm](http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm).

### **General remark**

Access for people with disabilities should be guaranteed for measures funded under this call for proposals.

### **2.2. Expected results - Activities**

The following categories of actions are targeted :

- measures to prepare European social dialogue, such as preparatory surveys, meetings and conferences;
- measures regarded as part of social dialogue within the meaning of Articles 154 and 155 TFEU, such as negotiations, preparatory meetings for negotiations or activities relating to the implementation of negotiated agreements and other negotiated outcomes;
- measures to disseminate, promote, monitor and evaluate European social dialogue activities and outcomes, e.g. through European or national events, peer learning or reviews, studies and (paper or electronic) publications (including the translation);
- measures to improve the coordination, functioning and effectiveness of European social dialogue, including through the identification and development of joint approaches by the social dialogue committees, such as the exchange of good practice and related joint training events;
- measures by social partners which contribute to the employment and social and economic dimensions of the Europe 2020 Strategy, including the monitoring and analysis of its impact on labour markets;
- measures to support the European social partners and social dialogue committees in their contribution to **impact assessment** of the employment and social dimensions of EU initiatives.

Projects proposed **jointly** by employers' and workers' organisations which aim at implementing (parts of) the **work programme of European social dialogue committees**, as well as measures to foster the implementation of European social dialogue outcomes, reinforce their impact and visibility, and support follow-up and reporting are a **high priority**.

Strengthening **synergies** and exchanges between European sectoral social dialogue committees and/or between the sectoral committees and the cross-industry level, including through projects developing a **multi-sectoral approach** on themes of common interest, is also considered a priority.

Actions are also expected to contribute to the **priorities and activities of European social dialogue**, including those laid down in the work programmes of the EU cross-industry and sectoral social dialogue committees, as well as those that form part of the **June 2016 Statement of the Presidency of the Council, the European Commission and the European**

**social partners on "a new start for social dialogue"**<sup>6</sup>. In that context, particular emphasis is put on the following objectives :

- strengthening the **involvement of social partners in the European Semester** and enhancing their **contribution to EU policy making**;
- further developing and strengthening the membership of European social partner organisations;
- building and reinforcing the **capacity** of national (cross-industry and/or sectoral) social partners to engage in national social dialogue and to participate in and contribute to European social dialogue, in particular in those Member States where social dialogue is underdeveloped<sup>7</sup>, e.g. through information and training seminars aiming at developing legal expertise or organisational/administrative skills, or at expanding membership and representativeness.

Measures that aim mainly at improving expertise in the field of industrial relations through analysis and research and by promoting the exchange of information and experience among relevant actors, are **not** covered by this call for proposals. This type of actions can be funded under a separate call for proposals.

### **2.3. Other elements to be taken into account**

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

- The proposal should provide a clear explanation of the rationale and problem definition/analysis underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact.
- In case of follow-up actions by the same applicant on similar or related topics, the added value of the new proposal as compared to ongoing and previous actions<sup>8</sup> should be clearly explained.
- The choice of organisations involved and countries covered should be duly explained and justified as regards their relevance towards the specific objectives of the action.

The Commission welcomes in particular projects that provide for a full project cycle, including preparatory, implementation and dissemination, follow-up and reporting activities.

Taking account of beneficiaries' interest, the Commission may organise a **networking day** in Brussels for beneficiaries under the 2018 call (date to be defined). Applicants must therefore ensure that the travel, daily subsistence allowances and accommodation costs

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<sup>6</sup> <http://ec.europa.eu/social/BlobServlet?docId=15738&langId=en>.

<sup>7</sup> National capacity-building activities which could be funded under the European Social Fund (Regulation (EU) No 1304/2013 on the European Social Fund, Article 6.2) are not eligible.

<sup>8</sup> Including projects funded under other budget headings.

for up to 2 persons – the Project Manager and possibly the Financial Manager – to attend this meeting are included in their proposed project budget. If the applicant fails to do this, the Commission will not be able to fund the beneficiary's participation in the networking day.

### 3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	June 2018
b)	Deadline for questions and requests for clarification	14 September 2018
c)	Deadline for submitting proposals	25 September 2018 Swim, Courier and Post : 24:00 Brussels' time (CET)  Hand deliveries 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	Until November 2018
e)	Information to applicants (indicative)	November 2018 <sup>9</sup>
f)	Signature of the grant agreement (indicative)	December 2018 <sup>10</sup> - January 2019
g)	Starting date of the action (indicative)	As of 1 January 2019

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

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

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

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

An action grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grand agreement is signed

<sup>9</sup> And in any case no later than 6 months after the submission deadline.

<sup>10</sup> And in any case no later than 3 months after the date of information to applicants.

The project's duration should indicatively be between 12 and 24 months.

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

### **4.1. Available budget and indicative grant amounts**

The total budget earmarked for the EU co-financing of projects under this call is estimated at **EUR 9 815 250**.

The EU grant requested should indicatively be between EUR 150 000 and EUR 650 000.

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

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

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

Under this call for proposals, the EU grant may not exceed 90 % of the total eligible costs of the action.

In derogation from the previous paragraph, the European Commission will finance up to 95% of the total cost of social dialogue actions involving negotiations in accordance with Articles 154 and 155 TFEU, meetings to prepare for these negotiations or joint social partner actions relating to the implementation of the agreements resulting from these negotiations.

The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget<sup>11</sup>.

## **5. ADMISSIBILITY REQUIREMENTS**

- Applications (application form including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the application form and the other afore-mentioned documents by post or courier service (one original dossier and one copy; see also section 12).
- Applications must be sent no later than the deadline for submission referred to in section 3(c).

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

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<sup>11</sup> Letters of commitment are required from co-applicants, any affiliated entity and any third party providing financial contributions to the eligible costs of the action (see section 14, checklist point 5).

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (see section 14, checklist point 3).

## **6. ELIGIBILITY CRITERIA**

*Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the article of the Grant Agreement allowing termination due to a change of the legal situation of the beneficiary (Article II.7.2.1(a) for mono-beneficiary and Article II.17.3.1(a) for multi-beneficiary Grant Agreements).*

### **6.1. Eligibility of the applicants (single applicants, lead applicants, co-applicants and affiliated entities)<sup>12</sup>**

#### **a) Place of establishment**

Legal entities properly established and registered in the following countries are eligible as single applicants or lead applicants:

- EU Member States;

Legal entities properly established and registered in the following countries are eligible as co-applicants, associated organisations<sup>13</sup> or affiliated entities:

- EU Member States;
- Candidate Countries: Albania, the Former Yugoslav Republic of Macedonia (FYROM), Montenegro, Serbia and Turkey<sup>14</sup>

#### **b) Types of entities:**

- Single applicants, lead applicants, co-applicants and affiliated entities must be legal entities. In application of Article 131 of the Financial Regulation, social partner

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<sup>12</sup> See section 2 of the Financial Guidelines for definitions.

<sup>13</sup> In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries are also eligible as co-applicant or associated organisation. .

<sup>14</sup> Other candidate and potential candidate countries could 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. However, this is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-social-dialogue@ec.europa.eu) their eligibility.

organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met<sup>15</sup>;

**c) 1. Single applicant**

The single applicant must be a European level social partner organisation representing employers.

Affiliated entities and associate organisations may be part of the single-applicant proposal.

Affiliated entities and associate organisations must fall within one of the following categories: social partners, non-profit-making organisations, universities and research institutes, public authorities, international organisations.

**2. Consortia<sup>16</sup>**

Actions may involve consortia.

To be eligible as consortium, actions must include a lead applicant and at least one co-applicant :

The lead applicant must be a social partner organisation at European, national or regional level.

Co-applicants must fall within one of the following categories: social partners, non-profit-making organisations, universities and research institutes, public authorities, international organisations.

If a social partner organisation representing workers is the lead applicant, the mandatory co-applicant must be a social partner organisation representing employers.

If the lead applicant is not a social partner organisation at European-level, it must be in consortium with at least one organisation (co-applicant) from a different eligible country to that of the lead applicant and a European-level social partner organisation (co-applicant)<sup>17</sup>.

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<sup>15</sup> For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see section 14, checklist point 8).

<sup>16</sup> Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf, must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant and affiliated entity, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see section 14, checklist points 5 and 6). Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

<sup>17</sup> These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European

One of the two mandatory co-applicants may be an affiliated entity of the lead applicant or the co-applicant (see point d) below) or an associate organisation (see point e)) below.

If a proposal submitted by one applicant is not considered to be eligible, the application will be rejected.

For consortia, if the lead applicant is considered not to be eligible, the application will be rejected. If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium and the proposal evaluated on that basis. In addition, the costs that are allocated to a non-eligible co-applicant will be removed from the budget.

#### **d) Affiliated entities**

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

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

#### **e) Associate organisations<sup>18</sup>**

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

### **6.2. Eligible activities**

#### **a) Geographical Location**

To be eligible, actions must be fully carried out in the Member States of the European Union or the Candidate Countries. This applies equally to International Organisations. However, in duly justified circumstances, project management costs incurred in the headquarters of International Organisations established outside the EU Member States or the candidate countries could be considered eligible.

#### **b) Types of activities**

The grant will finance inter alia the activities indicated in section 2.2.

#### **c) Core activities**

The project management of the action and the role of coordinator (in the case of a multi-beneficiary Grant Agreement) as laid down in Article II.2.3 of the Grant Agreement, are considered to be core activities and may not be subcontracted<sup>19</sup>.

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social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level.

<sup>18</sup> See section 2 of the Financial Guidelines for definitions

<sup>19</sup> See section 4.2.2.3 of the Financial Guidelines for detailed information on procedures regarding subcontracting and implementing contracts.

### **6.3. Ineligible activities**

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call.

National capacity-building activities which could be funded under the European Social Fund (Regulation (EU) No 1304/2013<sup>20</sup> on the European Social Fund, Article 6.2) are not eligible.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion**

Applicants (lead and co-applicants) must sign a declaration on their honour (see section 14, checklist point 4) certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

The same exclusion criteria apply to any affiliated entities.

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

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

- a. is in an exclusion situation;
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information;
- c. was previously involved in the preparation of calls for proposals documents where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to any affiliated entities which must, therefore, be included in the above-mentioned declaration(s).

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

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<sup>20</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013R1304>

## **8. SELECTION CRITERIA**

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

### **8.1. Financial capacity**

Single or lead 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 will NOT apply to public bodies and to international organisations.

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

- Declaration on honour, including financial capacity to carry out the action (see section 14, checklist point 4);
- Annual balance sheet and profit and loss accounts for the last financial year available (see section 14, checklist point 15);
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form;
- for grants of EUR 750 000 or more per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (see section 14, checklist point 17).

If the ratio between the total assets in the applicants' (lead and co-applicants) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form, is equal or greater than 0.70 (formula for each applicant in the case of consortia: applicant's own assets/part of the cost of the action corresponding to that applicant > 0.70), then the financial capacity is strong.

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

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

After this further analysis, the Commission will take various proportional measures depending on the level of weaknesses identified, which may be to:

1. reject the whole application;
2. remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
3. propose a grant agreement without pre-financing;
4. propose a grant agreement with a pre-financing paid in several instalments;
5. propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
6. propose a grant agreement with joint financial liability of 2 or more applicants/co-applicants;
7. propose a grant agreement with a mix of the measures 4, 5 and 6;

## **8.2. Operational capacity**

Single applicants or lead applicants and each co-applicant must have the professional competencies and operational resources (technical, management) as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have competence and experience in the field of social dialogue and/or industrial relations (such as involvement in social dialogue and/or research on industrial relations) and in particular in the type of action proposed.

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

- the information provided in section F.1 of the SWIM application form on the operational structure of the lead applicant and co-applicants and on previous and current actions undertaken by them;
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing their relevant professional experience (see section 14, checklist point 12).
- Declaration on honour signed by the legal representative, including operational capacity to carry out the action (see section 14, checklist point 4).

If the applicant or lead applicant for consortia is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated on that basis<sup>21</sup>. In addition, the costs that are allocated to the non-eligible co-applicant will be removed from the budget. If the application is accepted, the work plan may have to be slightly adjusted.

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<sup>21</sup> This includes a re-evaluation of the eligibility of the modified consortium.

## 9. AWARD CRITERIA

The proposals which fulfil the eligibility, exclusion and selection criteria will be assessed according to the following award criteria.

- i. The extent to which the action meets the objectives and priorities of the call for proposals and contributes to European social dialogue<sup>22</sup> (maximum possible score: 10)
- ii. The transnational dimension of the action, including the genuine involvement of a European-level social partner organisation in case of proposals not submitted by a European-level organisation. (maximum possible score: 10)
- iii. The quality of the consortium and broader partnership, including the degree of involvement and commitment of the partners in the action<sup>23</sup> and the appropriateness and efficiency of the internal working arrangements<sup>24</sup> (maximum possible score: 10)
- iv. The cost-effectiveness of the action and the clarity and completeness of the budget explanation<sup>25</sup> (maximum possible score: 10)
- v. The quality of the arrangements to publicise the action and disseminate the results, and to ensure the action's impact and/or multiplier effect<sup>26</sup> (maximum possible score: 10)
- vi. The overall quality and structure of the work plan (maximum possible score: 10)

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

- **the total score reaches at least 60% of the maximum possible total score;**

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<sup>22</sup> The Commission reserves the right when assessing proposals to take into account the added value of the proposed action compared to previous or ongoing projects undertaken by the applicant(s) as well as to any other work in the area at hand of which the applicant(s) can reasonably be expected to be aware (see also section 2.3 of the call).

<sup>23</sup> Letters of commitment must be submitted from each co-applicant and affiliated entity, demonstrating that they are willing to participate in the project with a brief description of their role and indicating any financial contribution as applicable. Associate organisations must submit a letter of commitment showing their willingness to participate in the project with a brief description of their role. See section 14, checklist point 5.

<sup>24</sup> Please note that the Commission does not consider it appropriate to include independent consultants, conference organisers, etc., as project partners. Please read chapter 4.2.2.3 Costs of services of Annex I carefully.

<sup>25</sup> The cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or delete non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals.

<sup>26</sup> The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral and thematic.

- **the score for criterion i and the score of criterion ii is at least 50% of the maximum possible score for these criteria, i.e. 5 points.**

## **10. LEGAL COMMITMENTS**

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

The 2 copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign it last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant 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 applicable model Grant Agreement is published on the Europa website under the relevant call webpage:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=527&furtherCalls=yes>

There is no alternative to this model in the context of this call. In specific cases, international agreements conditions may apply.

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

## **11. FINANCIAL PROVISIONS**

Details on financial provisions are laid out in the Financial Guidelines for Applicants (Annex I to the call) and the model Grant Agreement, both published on the Europa website under the relevant call webpage:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=527&furtherCalls=yes>

### **a) Specific procurement provisions**

Where the implementation of the action requires the award of procurement contracts (implementation contracts/subcontracting), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

Where the value of a foreseen procurement contract for subcontracting external expertise exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- if selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least five different tenderers, including proof that they have publicised

their intention on their website and provided a detailed description of the selection procedure.

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

This requirement does not apply to public authorities which are already governed by a system of public procurement rules.

b) **Daily subsistence allowances and travel expenses**

Only **daily subsistence allowances and travel expenses**, related to participants and speakers travelling between and within EU Member States and/or Candidate countries will be accepted as eligible costs.

This provision does not apply to staff of international organisations, such as UN agencies, who are invited by the beneficiary to participate in a project event as a speaker/expert, including where the international organisation participates as a co-beneficiary in the project.

## **12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants" (Annex I to this call). Before starting, please read carefully the SWIM user manual:

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

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

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

The hard copy of the proposal must be duly signed and sent in **2 copies** (one marked "original" and one marked "copy"), including all documents listed in the checklist in section 14, by the deadline set in section 3(c), (the postmark or the express courier receipt date serving as proof), either by registered post, express courier service or hand delivery.

**European Commission**  
**NOT TO BE OPENED BY CENTRAL MAIL SERVICE**  
**Call for proposals VP/2018/001**  
**DG EMPL/CAD, J-27 – 00/120**  
**B-1049 Brussels**  
**Belgium**

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

a) registered post evidence : postmark

b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m. of the date indicated in section 3(c) at the following address:

<p style="text-align: center;"><b>European Commission</b> <b>Central Mail Service<sup>27</sup></b> <b>NOT TO BE OPENED BY CENTRAL MAIL SERVICE</b> <b>Call for proposals VP/2018/001 – DG EMPL/A.2</b> <b>Avenue du Bourget 1</b> <b>B-1140 Evere</b> <b>Belgium</b></p>
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At that time the European Commission's Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence of delivery.

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

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

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

### **13. COMMUNICATION**

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

Before the final date for submission of proposals

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

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

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<sup>27</sup> [http://ec.europa.eu/contact/mailing\\_en.htm](http://ec.europa.eu/contact/mailing_en.htm)

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

[empl-vp-social-dialogue@ec.europa.eu](mailto:empl-vp-social-dialogue@ec.europa.eu)

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

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

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants or affiliated entities, an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ – Frequently Asked Questions) at regular intervals on the Europa website under the relevant call webpage:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=527&furtherCalls=yes>

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

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

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

#### After the deadline for submission of proposals

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

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

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

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

#### ***Information on the outcome of the procedure***

Applicants will be informed in writing about the results of the selection process.

Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

### ***Participation of the Commission in project events***

Following the award of a grant, if the successful applicant would like the Commission to participate in any project events, the applicant must take immediate contact (in any case, at least 2 months before the event) with the Commission official responsible for following the action (named in the letter accompanying the Grant Agreement). The successful applicant should therefore not finalise the programming of such events without the Commission's prior approval and confirmation of participation.

The Commission's acceptance of the grant application does not prejudice its decision on whether to attend an event included in the work plan. Such a decision is always subject to a separate examination of the event programme and prior agreement on the dates and practicalities. In this context it should be noted that the probability of Commission officials participating in project events will be higher if the latter take place in Brussels.

## **14. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS**

### **14.1. Instructions for the presentation of the application**

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 14.2).

The description of the action and work plan must be written using a free format document. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM and a separate budget explanation must also be provided (section 14 checklist, point 11).

In the description of the action, the role of all applicant(s), co-applicant(s), affiliated entities and associate organisations must be clearly explained.

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

The **detailed work plan** (see checklist point 10) should **not repeat information that is already provided in the SWIM application form**<sup>28</sup>.

- It should provide a detailed and structured overview of the different project activities, the foreseen timing (indicating numbers of months, *not* names of months) and the role and responsibility of each partner organisation (*not* individual staff members) in the implementation of these activities, as well as, to the extent possible, draft agendas of the main project events.
- Where appropriate, risk factors as regards implementation and/or impact of the activities should be identified and mitigating measures defined.

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<sup>28</sup> The corresponding section in the SWIM form can therefore be kept rather succinct.

- It offers an opportunity to develop further the rationale and problem analysis underpinning the action.
- If any subcontracting of tasks is foreseen, the detailed work plan must provide detailed information on the tasks to be subcontracted and the reasons for doing so.
- All other information on the action should in principle be given in the SWIM application form. The detailed work plan is therefore expected not to be much longer than 5 pages, with an absolute maximum of 10 pages.

## 14.2. Required documents

The two tables below include the documents that should be provided, including the documents mentioned under section 14.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). The table also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

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

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

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

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

## CHECKLIST for required documents at application stage

This table includes the documents that must be provided and indicates 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. Legal entity form, VAT Certificate and Financial identification form can either be submitted at application stage or be submitted later in case of successful application (see second table below).

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
1	Official cover letter of the application	This <b>free format</b> letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include and the proposal reference number generated by SWIM (e.g. VP/2018/004).	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary in EN (if necessary)	Free format executive summary in EN (maximum 2 pages), if required (see section 5 of the call).	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour*	<p>The <b>template</b> is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative. This declaration must also refer to the financial and operational capacity to carry out the action. This declaration must also cover any affiliated entity.</p> <p>Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration.</p> <p><i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.</i></p>	✓	✓	--	--	✓	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
5	Letter of commitment*	The <b>template</b> 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. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	✓	✓	--	<input type="checkbox"/>
6	Letter of mandate*	The <b>template</b> is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative. <i>Copies of the original signed letters of mandate are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision, etc., establishing the entity). Exclusively in the case of <b>social partner organisations without legal personality</b> , a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/founding act/constitution/statutes or equivalent, proving the eligibility of the organisation. It is recommended not to include a paper copy of statutes in the application file, but to attach only an electronic copy in the SWIM application form. Organisations of Candidate Countries are requested to provide a translation in English, French or German of the required documents.	✓	✓	--	--	--	<input type="checkbox"/>
10	Detailed work plan*	This is a separate <b>free-format</b> document in addition to the on-line application form and it must also be submitted both electronically and on paper. The paper version must be identical to the electronic version of the detailed work plan. The detailed work plan should be submitted in English, French or German.	✓	--	--	--	--	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
11	Budget Explanation for the project*	<p>This is a separate <b>free-format</b> document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. It must provide additional information to explain and justify items of the proposed budget as submitted in the SWIM application form. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The paper version must be identical to the electronic version of the budget explanation.</p> <p>The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.</p> <p>The document should be submitted in English, French or German.</p>	✓	--	--	--	--	<input type="checkbox"/>
12	Curriculum vitae of the key staff	<p>Detailed CVs of the person responsible for managing the action (named in the online application form) and of the persons who will perform the main tasks. The CV should indicate clearly the current employer(s) of these persons.</p> <p>The CVs should be submitted in English, French or German.</p>	✓	✓	✓	--	--	<input type="checkbox"/>
13	[Declaration certifying the competence of the project team]	[Declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from lead applicant, co-applicants and affiliated entities) performing the main task, with a brief description of their outputs related to the subject of the proposal. – free format]	✓	--	--	--	--	<input type="checkbox"/>
15	Balance sheet and profit and loss account	The most recent balance sheet and profit and loss account, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	<input type="checkbox"/>
16	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative]	✓	✓	--	---	✓	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
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.	✓	✓	--	--	--	<input type="checkbox"/>
18	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex II of this call. The draft tender specifications should be submitted in English, French or German.]	✓					

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

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

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
1	Legal entity form	The template is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> ) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓	<input type="checkbox"/>
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
3	Financial identification form	The <a href="#">template</a> is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cf_m">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cf_m</a> ) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	<input type="checkbox"/>

## **ANNEX I**

### **FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the call webpage:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=527&furtherCalls=yes>

**ANNEX II**

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

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**Tender Specifications – .....**

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- 1. Background**
- 2. Purpose of the Contract**
- 3. Tasks to be performed by the Contractor**
  - 3.1 Description of tasks**
  - 3.2 Guidance and indications on tasks execution and methodology**
- 4. Expertise required**
- 5. Time schedule and reporting**
- 6. Payments and standard contract**
- 7. Price**
- 8. Selection criteria related to the financial and technical capacity of the bidders**
- 9. Award criteria related to the quality of the bids received**

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

- .....
- .....
- .....

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

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