



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE
Directorate A
Unit A4 : Programme Management

**SPECIFIC PROGRAMME "PROGRESS" (2007-2013)
SECTION 5–GENDER EQUALITY**

**Support to civil society and other stakeholders
aiming at promoting equality between women and
men
(Themes: gender pay gap and gender equality in
economic decision-making)**

**OPEN CALL FOR PROPOSALS FOR ACTION GRANTS
JUST/2013/PROG/AG/GE**

Deadline: 28 August 2013, 12:00 CET

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1. INTRODUCTION

All organisations interested to submit applications or participate in projects are strongly encouraged to study the detailed terms and conditions set out in this call for proposals and in the Guide for Applicants published together with this call and constituting an integral part of the call.

1.1 The PROGRESS programme

PROGRESS¹ is the EU employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda², as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society.

To this effect, PROGRESS is instrumental in:

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

More specifically, PROGRESS supports:

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

¹ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006.

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

The present call for proposals is issued in the context of the implementation of the gender equality strand of PROGRESS and its 2013 annual work programme³. It aims to select projects that address the priorities of this call.

All proposals should aim to generate an added value at EU level as opposed to national and regional level.

IMPORTANT NOTE

Training activities **eligible for financing under other EU programmes** (e.g. European Social Fund⁴) **cannot be funded** under this call for proposals.

More information about the European Social Fund is available on the European Commission's website: <http://ec.europa.eu/esf/home.jsp?langId=en>

1.2 Gender equality at EU level

Equality between women and men has been a fundamental principle of the European Union since its inception. It is a political objective but also an economic one as gender equality is crucial in helping the EU achieve its goal of smart, sustainable and inclusive growth. The European Union has various tools at its disposal for promoting equality between women and men: on the one hand, legislation, financial support and specific measures; on the other, gender mainstreaming in all policies.

The Strategy for equality between women and men for the period 2010-2015⁵ confronts the challenges and obstacles to gender equality and reflects the Commission's commitment to continue and step up its activities in this field. The Strategy reaffirms the dual approach of gender mainstreaming and the adoption of specific measures in the priority areas identified: equal economic independence; equal pay for equal work and work of equal value; equality in decision-making; dignity, integrity and an end to gender-based violence; gender equality in external actions.

In the European Pact for Gender Equality,⁶ adopted in March 2011 at the European Council, the Heads of State and Government reaffirmed the close link between the Commission's Strategy for equality between women and men from 2010 to 2015 and Europe 2020 Strategy for smart, sustainable and inclusive growth⁷. For the benefit of the entire society, they called on the Member States to take steps to bridge the gap between men and women in the fields of employment and social protection, including the gender pay gap and promoting a better balance between work and private life for women and men throughout their lives. The European Pact for Gender Equality clearly states that gender equality policies are vital to economic growth, prosperity and competitiveness.

³ http://ec.europa.eu/justice/newsroom/files/progresswp_2013_en.pdf.

⁴ Vocational training in particular may be funded by the ESF.

⁵ COM(2010) 491 final: http://ec.europa.eu/justice/gender-equality/document/index_en.htm

⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:155:0010:0013:EN:PDF>

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

2. CALL PRIORITIES

2.1 Priority areas

The general objective of this call is to support actions from the civil society and other relevant stakeholders to promote equality between women and men and to achieve the objectives defined in the Commission's Strategy for Equality between Women and Men 2010-2015 and in the European Pact for Gender Equality 2011-2020.

In this context, **two specific priority areas for action** (see below) have been defined for funding under this call for proposals:

- 1. Actions addressing the gender pay gap;**
- 2. Actions promoting gender balance in economic decision-making positions.**

2.1.1 Gender Pay Gap - GPG

Policy background and objectives

The gender pay gap is the difference between men's and women's pay (based on gross hourly earnings across the economy)⁸. Tackling the GPG is one of the Commission's priorities in its Strategy for equality between women and men 2010-2015⁹. Eurostat's last GPG figure in the European Union is 16.2%. Even if it represents a slight decrease compared to last year's, this gap is unacceptable. Moreover, this decrease is probably due to the decline in earnings of men and does not represent an improvement in the working conditions of women.

The GPG is a mirror of the discrimination and obstacles that women face when entering and staying in the labour market. The GPG is a complex issue caused by a number of legal, social and economic factors, including undervaluation of women's skills and competencies as a result of horizontal segregation; vertical segregation; unequal burden of family and domestic responsibilities; insufficient possibilities to reconcile professional and family obligations; workplace practices and pay systems; and direct discrimination in the workplace. The GPG must be analysed over the lifecycle: for example, lifetime accumulation of the GPG results in lower pensions and a higher risk of poverty for women.

Eliminating the GPG could significantly increase the GDP in times of economic crisis. Tackling the GPG will encourage women to enter the labour market and, in consequence, will contribute to achieving the EU target of 75% employment rate for 2020. There is also a business case for tackling the GPG: employers who promote gender equality attract and retain the best and most talented staff, which increases the competitiveness and improves the image of the company.

The Commission has therefore carried out actions to address the GPG:

⁸ http://ec.europa.eu/justice/gender-equality/gender-pay-gap/index_en.htm

⁹ <http://ec.europa.eu/social/BlobServlet?docId=6568&langId=en>

- Raising awareness on the existence of the GPG among employees and employers is a necessary step to carry out actions to tackle it. In consequence, the Commission organised the third European Equal Pay Day (EPPD) on 28 February 2013. This day is held each year to increase awareness of the fact that women need to work longer than men to earn the same. Activities developed included targeted press activities; update of the Commission's webpage on the GPG¹⁰, including all relevant figures and information; a Business Forum on 21 March 2013 (see point below);
- "Equality Pays Off" project¹¹: Its aim is to raise awareness of companies on the "business case" for gender equality and equal pay. It is doing so by organising training activities directly for companies in all participating countries (EU Member States, Croatia, EU candidate countries, Norway, Iceland and Liechtenstein) and providing them with specific and effective tools to address pay inequalities. A "Business Forum" was organised on 21 March 2013 in Brussels. The forum represented a platform of knowledge exchange for up to 150 companies from all over Europe of actions to foster gender equality. A special focus was put on actions that aim at tackling the causes of the GPG.

Closing the GPG needs a multifaceted approach addressing all the multiple variables linked to the GPG. The European Commission therefore encourages the effort of all stakeholders, such as social partners, business associations, NGOs and research institutions **to establish transnational partnerships** and work together to contribute to tackle pay inequalities and reduce the GPG.

2.1.2 Gender balance in economic decision-making positions - GBAL

Policy background and objectives

Women continue to be seriously under-represented in economic decision-making positions. The European Commission monitors and assesses progress, including collecting and disseminating comparable data at EU level through its database on women and men in decision-making and regular reporting.¹² In October 2012, women accounted, on average, to only around 16% of the board members of the major publicly listed companies registered in the EU Member States.

Balanced participation of women and men in economic decision-making positions is a fundamental element without which *de facto* equality between women and men cannot be achieved. Therefore, promoting equality in decision-making is one of the priorities of the European Commission Strategy for Equality between Women and Men (2010-2015)¹³. Furthermore, gender balance in economic decision-making positions is not only a question of rights and political correctness. It is also about improving corporate governance and company performance by accessing the widest pool of talent available to companies at all levels. For example, ensuring that company boards are composed of members from different backgrounds, with a wide range of skills and experiences, introduces a diversity of

10 <http://ec.europa.eu/justice/gender-equality/gender-pay-gap>

11 http://ec.europa.eu/justice/gender-equality/equality-pays-off/index_en.htm

12 http://ec.europa.eu/justice/gender-equality/gender-decision-making/database/index_en.htm

13 http://ec.europa.eu/justice/gender-equality/document/index_en.htm

perspectives that will help to promote company's long term-success. The untapped economic potential of skilled women is an essential resource for future growth in Europe and they should be encouraged to enter and stay in the labour market to contribute to achieve the Europe 2020 objective of 75% employment rate. Therefore, they should be given the same opportunities as men to develop their careers and to fill top level positions.

In order to accelerate progress, on 1 March 2011 the Vice-President of the European Commission, Viviane Reding, called on publicly listed companies to sign the 'Women on the Board Pledge for Europe' and to develop self-regulatory initiatives with the aim of achieving, by 2015, a 30% representation of women in the boardrooms of listed companies and 40% by 2020.¹⁴ This call for action was not successful.

On 5 March 2012, Vice-President Reding presented a progress report on women in economic decision-making within the EU¹⁵. This report shows that progress remains very limited. Therefore the European Commission presented in November 2012 a proposal for a Directive on improving the gender balance among non-executive directors of companies listed on stock exchanges and related measures¹⁶. The proposal is being examined by the European Parliament and the Council of the EU.

The under-representation of women in economic decision-making is a structural and multifaceted problem as recalled in the European Commission's Communication on "Gender balance in business leadership: a contribution to smart, sustainable and inclusive growth"¹⁷. It needs a strategic and global approach tackling all aspects of the issue. Furthermore, a long-term and strong commitment from all stakeholders concerned, the establishment of strategies with measurable objectives, research and the collect of reliable statistics, the regular monitoring and evaluation of the situation are crucial.

To support this process and **improve gender balance in economic decision-making positions at all levels of the hierarchy**, the European Commission encourages **key stakeholders** (social partners, business associations, recruitment agencies and head-hunters, business schools, universities and research institutes, public bodies, media, etc.) **to establish transnational partnerships** and work together to contribute to improve the situation.

2.2 Type of activities

To request financial support under this call, **eligible organisations should work in partnership and must be based in PROGRESS eligible participating countries** (as defined under section 4.2).

In addition, all proposals should aim to generate an added value at EU level as opposed to national and regional level. **The actions proposed should provide clear benefits for more than one Member State and strengthen synergies and cooperation across national boundaries. Therefore, transnational actions and partnerships are highly encouraged.**

¹⁴ http://ec.europa.eu/commission_2010-2014/reding/multimedia/news/2011/03/20110301_en.htm.

¹⁵ http://ec.europa.eu/justice/newsroom/gender-equality/opinion/files/120528/women_on_board_progress_report_en.pdf.

¹⁶ http://ec.europa.eu/justice/gender-equality/gender-decision-making/index_en.htm

¹⁷ http://ec.europa.eu/justice/newsroom/gender-equality/news/121114_en.htm

2.2.1 Gender pay gap - GPG

The actions to be funded under this priority of the call for proposals may include the following type of activities (the following list is non-exhaustive):

- Developing and/or disseminating actions (e.g. campaigns, equal pay days) to raise awareness among the social partners, companies, public authorities, media and citizens of the benefits for the society and the economy/businesses of tackling the GPG and applying the principle of equal pay for equal work or work of equal value;
- Developing and/or disseminating strategies, mechanisms and tools to tackle the GPG in companies (e.g. to improve wage transparency, to assess and to compare the real value of jobs, to carry out pay audits);
- Exchanging experiences and good practice, promoting networking among key actors at national and European level;
- Developing and/or reviewing gender-neutral job evaluation/classification systems and pay systems in general;
- Developing non-legislative initiatives for companies to promote equal pay and tackle the GPG within their organisations (e.g. labels, charters, awards);
- Developing mechanisms for the social partner organisations and other stakeholders to upgrade the issue of equal pay (e.g. guidelines/tools for the negotiation of pay-related issues in the collective bargaining process);
- Developing and/or improving the knowledge on the issue through research and statistics on the GPG (e.g. analysis of the impact on the GPG of aspects of remuneration which are not included in the Eurostat statistics, such as extra pay, bonuses, payments in kind);
- Developing regular assessment and reporting of the situation of the GPG (e.g. annual reports on equal pay);
- Encouraging the private sector to include the adoption of strategies/equality plans to promote equal pay within their organisations.

2.2.2 Gender balance in economic decision-making positions- GBAL

The actions to be funded under this priority of the call for proposals may include the following type of activities (the following list is non-exhaustive):

- Launching public campaigns or other appropriate activities to raise awareness among the social partners, companies, public authorities, media and citizens of the benefits for the society and the economy of balanced participation of women and men in decision-making (economic and business case for gender balance in decision-making positions, etc.);
- Developing and/or identifying and/or disseminating strategies, mechanisms and tools to promote gender balance in economic decision-making positions at all levels of the hierarchy;
- Exchanging experiences and good practice, promoting networking among key actors at national and European level;
- Improving the knowledge on the participation of women and men in economic decision-making positions, in particular through studies;

- Encouraging the private sector to improve gender balance at all decision-making levels of companies, including the adoption of equality plans and appropriate measures such as sponsoring, mentoring, coaching, networking and 'role models';
- Developing and disseminating voluntary codes of conduct addressing gender diversity in leadership positions and improving transparency in selection and recruitment procedures;
- Encouraging business schools to promote gender diversity in leadership positions;
- Raising awareness and encouraging skilled women to advance their careers and to become candidates for positions of responsibility in economic decision-making bodies.

Proposals **should not** be a repetition of previous or current work being carried in this field.

Applicants are informed that the European Commission launched a restricted call for proposals addressed to national governments to promote gender equality in economic decision-making¹⁸. The selection procedure is underway. The results of the call will be published in July on the website of this call. The participants in the open call are invited to be aware of the projects financed under the restricted call to avoid overlaps. The Commission will also ensure that the activities of the proposals selected for funding of these two calls do not overlap.

3. ADMINISTRATIVE AND FINANCIAL PROVISIONS

3.1 How many proposals can be submitted?

An organisation may submit several applications but with each application they shall propose a distinct project. Only one application will be accepted for any given project. In case there are several applications for the same project the applicant will be asked to clarify which application shall be evaluated.

An organisation can participate in multiple projects as a partner; applicants can also participate as partners in a project submitted by a different applicant/project coordinator¹⁹. However, organisations interested to participate in multiple projects shall have sufficient operational and financial capacity to implement the activities assigned to them in case more than one proposal gets selected.

A project may receive only one grant from the EU budget.

3.2 Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. Applicants should take into account the time needed for the evaluation of the proposals and the time required for preparing the Grant Agreement (indicatively, not less than 5 months after the deadline of the call). In practical terms, this means projects must be scheduled to start in 2014 only, not

¹⁸ http://ec.europa.eu/justice/newsroom/grants/prog_2012_ag_ge_en.htm

¹⁹ For further information on who can be an applicant/coordinator, co-beneficiary partner or associate partner please consult the Guide for Applicants.

before. The actual start date of the project will be the date agreed with the Commission during the preparation of the Grant Agreement.

Start of the project before signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed. **A project that has already started before the date the grant application was submitted is not eligible for funding.**

Projects should have an initial duration not exceeding 24 months.

3.3 Financial provisions

The total estimated budget available for this call for proposals is **EUR 3 618 122**. The EU grant applied for **should not be lower than EUR 250 000**. Given the budget amount available, this call is expected to co-finance a total of about **10-15 projects**.

The project budget must have revenue and expenditure in balance. The funding under this call is provided based on the co-financing principle: **the grant cannot constitute more than 80% of overall eligible project costs**. The organisations implementing the action should ensure that the outstanding balance is covered from sources other than the EU budget. The co-financing not covered by the Union grant may come from own resources of the organisations implementing the action or from another donor organisation or from income generated by the project, if any. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Contributions "in-kind" are neither an eligible cost nor are they accepted as income of the project. They cannot be included in the project budget. They can however be indicated in the application for information. More details on contributions in kind can be found in the Guide for Applicants.

EU grants should not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

The EU grant applied for shall be reasonable and proportionate to the proposed activities. In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the Guide for Applicants published together with this call for proposals. As a result of this budget review, **the amount of the grant contained in the Grant Agreement may be lower than the amount requested** by the applicant.

Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

For detailed information on the payment conditions please consult the Guide for Applicants. Please note that new rules concerning **eligibility of VAT** are in force since 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

4. SELECTION PROCEDURE

Proposals will be evaluated by an evaluation committee made up of Commission staff. The Committee may be assisted by external experts. The submitted proposals will be evaluated exclusively on the basis of the criteria outlined below.

4.1 Exclusion Criteria

Organisations may not participate in this call for proposals if they are in any of the situations referred to in Article 106(1) of the Financial Regulation²⁰. They may not be awarded a grant if they are in one of the situations referred to in Articles 107(1) of the Financial Regulation. A full list of the exclusion criteria is included at the end of the Grant Application Form and of the Partner/Associate Partner Declaration Form. By submission of an application via PRIAMOS (on-line system for the submission of applications), the applicants declare that they are not in one of the situations of exclusion. Co-beneficiary partners make this declaration by signing the Partner Declaration Form.

4.2 Eligibility Criteria

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

4.2.1 Eligibility of the applicant /eligibility of the partners

To be eligible for an action grant, organisations must fulfil all the following requirements:

(a) the applicant organisation must be legally constituted and registered at the time of the submission of the application **and** be a non-profit making body, such as non-governmental organisations, social partners (see exception in the footnote for these organisations),²¹ higher education institutions, research centres and institutes.

Applications from national, regional and local authorities and national equality bodies are not eligible under this call as applicants, but they can participate as partners in the projects.

²⁰ Regulation (EU, Euratom) n° 966/2012 of 25/10/2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/2012, p.1.

²¹ In application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability.

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (**EU bodies and institutions**) are **not eligible for funding and cannot submit applications**. They can be associated to an application, but their costs will not be co-financed.

Only organisations/legal entities can participate: **natural persons (private individuals) are not allowed** to submit applications.

(b) the applicant must be established in an eligible PROGRESS participating country:

EU Member States: all Member States of the EU.

Other eligible countries: EFTA States that are parties to the EEA Agreement i.e. Iceland, Liechtenstein and Norway.

Candidate and potential candidate countries participating in PROGRESS: Croatia, former Yugoslav Republic of Macedonia, Serbia and Turkey.

Since Croatia will join the European Union in July 2013, it will be considered as a Member State as from the formal date of accession.

(c) the partners must:

Have their own legal status and be registered in one of the PROGRESS participating countries at the time of the submission of the application under the call. The partners can be profit making organisations; however, and in any case, the project must be non-profit making.

4.2.2 Eligibility of the application

- 1) The grant application must have been submitted no later than the deadline set out under section 6.1 of this call for proposals;
- 2) The grant application must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) on the standard Grant Application Form, accompanied by all compulsory documents and annexes requested under section 6.2 and 6.3 of this call for proposals;
- 3) Projects cannot have already been completed nor started prior to the deadline set out under 6.1 of this call for proposals;
- 4) The application must contain a balanced budget presenting the sources of co-financing other than the EU grant, taking into account that the EU co-financing cannot exceed 80% of the total eligible costs.

4.3 Selection Criteria

Applications will be assessed on the basis of the following selection criteria:

(a) The applicant must have **sufficient operational and professional capacities** to implement the proposed action.

- The applicant must have appropriate competencies, qualifications and experience to implement the proposed action and to maintain its activities during its period of implementation. For this purpose the applicant must provide a description of its activities (Annual technical/narrative report of the applicant organisation for 2012. See also annex 7) with the Grant Application Form;
- The key staff involved in the proposed activities must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. For this purpose, the CVs of key staff must be submitted.

The application will be eliminated if it does not demonstrate sufficient operational and professional capacity.

(b) The applicant must have **sufficient financial capacity** to implement the proposed action. The applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding; it should be able to cover the funding which is not covered by the Commission's grant. For this purpose, the applicant must present its annual financial statements (balance sheet and/or profit and loss account) for the last year available, and if applicable, an external audit report.

If the Commission considers that financial capacity is not satisfactory, it may request further guarantee, impose mitigation measures or reject the application.

4.4 Award Criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to Programme's priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and **overlaps and duplications with similar past and current activities must be avoided**.

All projects will be evaluated against the following criteria:

- 1) **Relevance** and degree to which the proposed activities meet the priorities of the call for proposals as detailed in section 2 of the call (25 points);
- 2) **Clarity and feasibility of the work programme**, including distribution of tasks, timetable, and methodology (15 points);
- 3) **Added value at European level and quality of the proposed partnership. The actions proposed should provide clear benefits for more than one Member State and strengthen synergies and cooperation across national boundaries. Transnational actions and partnerships will be favoured** (25 points);
- 4) Scope and effectiveness of **dissemination methods** (10 points);
- 5) Quality of the mechanisms for **on-going monitoring and final evaluation** (10 points);

6) Value for money/Cost-effectiveness

Cost-efficiency ratio and financial feasibility of the action proposed by means of a realistic, reasonable and balanced budget (15 points).

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available. **Proposals not attaining an overall 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.**

Once the evaluation procedure is completed, including the opinion of the Progress Programme Committee and the adoption of the Commission's award decision, the Commission will inform each applicant of the final decision taken. The Commission will then prepare the grant agreements for selected applications (including dialogue with the applicant concerning any necessary technical and financial adjustments).

The number of the proposals scoring above the minimum threshold of 70 points may exceed the number of the projects that can be funded from the available budget. Therefore, the Commission reserves the right to set up **a reserve list in addition to the award list**. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn by the applicant. In this case the Commission will contact the applicant of the project ranked highest on the reserve list.

5. KICK OFF-MEETING

For successful applicants the Commission intends to organise a one-day "kick-off" meeting in Brussels dedicated to networking, project management, administrative aspects and reporting obligations. The cost for participating in the seminar is considered as an eligible cost and must therefore be included in the proposed budget. Hence, the budget of the proposal should include travel costs to and from Brussels and 1 overnight stay (if necessary) for up to 2 representatives of the applicant organisation (including the project coordinator and also the financial coordinator- if not the same person).

6. HOW TO SUBMIT AN APPLICATION

6.1 Procedure to submit an application

This call is managed via **PRIAMOS**, an on-line system for the submission of applications. In order to access the system applicants **first need to register** (this involves applicants providing some basic data about themselves and their organisations). It should be done as soon as a decision is taken to submit an application for a call managed through PRIAMOS. Subsequently, they shall receive a password to be used to access the system. Please note that if you are already registered there is no need to re-register but there is an obligation to ensure your registration details are up-to-date.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

If the applicant submits more than one version of the Application Package, only the latest version submitted is taken into consideration for the evaluation.

Information and guidance on how to register and submit your application via PRIAMOS can be found in the Guide for Applicants and on the following website:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The **deadline for submitting proposals** via the PRIAMOS system is
28 August 2013, 12:00 (noon) Central European Time

The Guide for Applicants also explains how the application package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. The functions allowing the downloading of blank Grant Application Forms and the uploading of completed Application packages will be disabled at the deadline. However, applicants will be able to access their application any time after the above deadline.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable **not to wait until the last moment to register on the system and submit your application.**

The Commission may contact the applicant should a **need for clarification or information** arise during the evaluation of the project. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form. The applicant may be imposed a short deadline to provide the information requested. Therefore, **please make sure that the e-mail address in your Grant Application Form is correct and checked regularly.**

6.2 Grant application form

The specific **Grant Application Form** set as mandatory for this call is available in PRIAMOS. The applicant will be able to download it once it has registered in PRIAMOS.

The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **JUST/2013/PROG/AG/GE**

If an application form is void of data other than that downloaded automatically from the registration details held in PRIAMOS, it shall be considered that no application has been made.

6.3 List of required annexes

The mandatory templates for Annex 1- Project description and Implementation form , Annex 2 - Budget form and Annex 3 – Partner/Associate partner declaration will be available in PRIAMOS as an attachment to the Grant Application Form.

No mandatory templates are provided for the rest of the Annexes. The Commission reserves the right not to take into account documents that were not requested. In particular the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All annexes should be attached to the Grant Application Form in accordance with the instructions given in the Guide for Applicants. An application is considered complete only if all annexes have been provided.

ANNEXES	
Annex 1: Project Description and Implementation Form	The applicant <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. Please upload the template in the original Word format and <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 2: Budget form	The applicant <u>must use the mandatory template</u> , complete it in accordance with the instruction given in the Guide for Applicants. The budget figures contained in the <i>Budget form</i> must match those indicated in the <i>Grant Application Form</i> . Please upload the temple in the original Excel format <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 3: Partner/Associate Partner declaration	Partner organisations <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. All sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the partner organisation. The Application package should contain one declaration for each partner indicated at other sections of the Application Package. <u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to Grant Application Form. The filled but unsigned Word version will not be accepted, you should also avoid scanning every page separately.
Annex 4: Curriculum vitae	<u>No mandatory template is provided</u> but it is recommended to use the Euro pass format ²² . The project team should be described and the key staff should be listed in the relevant section of Annex 1. The curriculum vitae (CV) of this key staff should be submitted as Annex 4. In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.

²² <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

<p>Annex 5: Evidence of legal status</p>	<p>Certificate of legal registration of applicant organisation Articles of Association or Statutes. Fiscal registration showing the VAT number of the organisation. <u>No</u> mandatory template is provided. Only official documents (and not self-declarations) are accepted. There is no need to submit translation of these documents. The documents submitted as evidence of legal status will allow verification of the applicant's legal status and that it is properly constituted under the national law of one of the eligible countries as described under the eligibility criteria.</p>
<p>Annex 6:</p> <p>Official annual financial statements (Balance sheet and Profit and loss account) for the last financial year for which the accounts were closed</p> <p>+</p> <p>External audit report (if grant request is above EUR 750.000)</p>	<p><u>No</u> mandatory template is provided</p> <p>Balance sheets and profit and loss accounts will allow verification of the applicant's financial capacity. They must be provided for the financial year 2012. If at the date of application the accounts for 2012 are not yet available yet the documents covering the financial year 2011 shall be submitted. In case the entity was established recently and thus have no closed financial year, please provide any document available that could help establish the financial capacity, and at least a business plan.</p> <p>If the grant requested is exceeding EUR 750.000, an audit report certifying the accounts for the last closed financial year of the organisation, produced by an approved external auditor is mandatory. If at the date of application the accounts for the financial year starting in 2012 are not yet available the report covering the financial year 2011 shall be submitted. This audit report has to be submitted even in case the applicant is not obliged to get such report prepared under the national legislation.</p>
<p>Annex 7:</p> <p>Annual technical/narrative report (2012)</p>	<p><u>No</u> mandatory template is provided.</p> <p>The Annual activity report shall describe the activities the applicant carried out during 2012. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the final annual activity report for 2012 has not been approved yet by the responsible organ/management entity of the organisation the applicant shall submit the draft version of the report certified by the legal representative of the organisation. If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.</p>

If the documents requested as Annex 5, 6 or 7 are available on the applicant's website, he can provide a link to the document, instead of providing the document itself. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex 5/6/7", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the applicant's website is not sufficient.

Annexes 5, 6 and 7 are not requested at the stage of application if the applicant is a public body (i.e. a body governed by public law) or a university.

Additional information may be requested from successful applicants before the signature of the grant agreement (in particular legal entity form, financial identification form).

7. CONTACTS AND FURTHER INFORMATION

The PROGRESS Programme website:

http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm

Information regarding electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions regarding registration and application via PRIAMOS may be sent by e-mail to the PRIAMOS helpdesk:

HOME-JUST-PRIAMOS-USM@ec.europa.eu

Questions regarding the conditions of the call for proposals may be sent by e-mail to the following functional e-mail address, indicating clearly the reference **JUST/2013/PROG/AG/GE** of the call for proposals for action grants:

JUST-PROGRESS@ec.europa.eu

Questions will be answered as soon as possible, but please note that questions received **7 calendar days prior to the deadline will not be responded to.**

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the call before the official publication of results.

8. APPROXIMATE TIMETABLE

The schedule of the call for proposals is envisaged as follows:

Publication of the call on the Commission website:	End of May / early June 2013
Deadline for submission of proposals:	28 August 2013 12:00 (noon) CET
Evaluation:	Q4 2013
Opinion of the Programme Committee:	Q4 2013
Commission Award Decision:	Q1 2014

9. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

10. ADDITIONAL CONDITIONS FOR THE IMPLEMENTATION OF SELECTED ACTIONS

The applicants are invited to take note of the following implementation requirements, which have to be respected by all actions selected for funding under the PROGRESS Programme. While planning their action and preparing their application, the applicants should take into account the following requirements and demonstrate in their proposal how these requirements will be respected at implementation stage.

10.1 Requirements on how the activities shall be carried out

The PROGRESS Programme aims to promote **gender mainstreaming** in all its five policy sections and supported activities. Consequently, the applicant shall take the necessary steps to ensure that:

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

Equally, **the needs of people with disabilities** shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the applicant organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided. Extra costs associated with the participation of people with disabilities are eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

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

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

10.2 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.

10.3 Publicity and information requirements

In accordance with the General conditions of the Grant Agreement to be signed with the Commission, all beneficiaries are under the obligation to acknowledge that their funded activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is supported by the European Union Programme PROGRESS (2007-2013).

This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.

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

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

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

With regard to publication and any communication plan linked to the present activity, the beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

10.4 Reporting requirements

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex I the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/progress>.

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

10.5 Information on partners

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the Partner Declaration Forms sent to the Commission with the application form.

10.6 Dissemination of the project results

To exploit and build on the results of the various projects implemented under this call and to promote exchanges at European level, beneficiaries may be invited by the European Commission to:

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- come and present the results of their project. Costs that may arise from doing so will not be borne by the beneficiary and therefore should not be included in the proposal;
- send two set of outputs to the European Institute for Gender Equality (EIGE).

ANNEX I - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

PROGRESS Ultimate Outcome

Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas.

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach