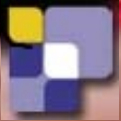




The European Union's commitment to Employment and Social Solidarity

Method of application for support
under PROGRESS



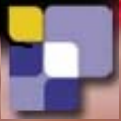


Art 11 PROGRESS decision – Method of application for support

Activities may be financed by:

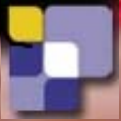
- A service contract → call for tenders → procurement.
- A grant agreement → call for proposals → grants.





1 Procurement		2 Grant
Buying things	Purpose	Giving money
Profit	Principle	Non-profit
Commission	Ownership	Beneficiary
Agreed price	Contribution	Share of costs
Call for tenders	Procedure	Call for proposals
Contract	Legal form	Agreement
IR Title V	Rules	IR Title VI
FR Title V	Regulation	FR Title VI

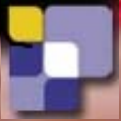




1. Procurement: Principles

1. Transparency = let everybody know = publication
2. Proportionality
3. Equal treatment = no favoritism
4. Non-discrimination

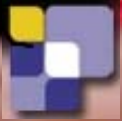




1. Procurement: Types of contracts

1. Contracts for the purchase or rental of a building
2. Supply contracts
3. Works contracts
4. Service contracts



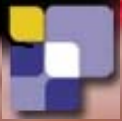


1. Procurement: Procedures

It depends on the estimated total value (excl. VAT) on the contract:

Estimated value in €	Procedure
$\geq \text{€}133,000.00$	Open or Restricted
$< \text{€}133,000.00$	Call for Expression of Interest
$\leq \text{€}60,000.00$	Negotiated





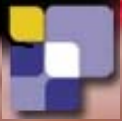
1. Procurement: Open Procedure

Contract notice in OJ S:
Exclusion, Selection & Award Criteria

Tender Specifications:
available for everyone interested

Tenders:
choice of best tender on basis of selection and then award criteria





1. Procurement: Restricted Procedure

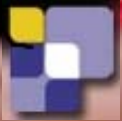
Contract Notice in OJ S:
Exclusion & selection criteria

List of candidates: to be used only once

Tender specifications: only to selected candidates

Tenders: choice of best tender exclusively based on award criteria





1. Procurement: characteristics

	OPEN	RESTRICTED
Process	1 step	2 steps
Specifications	Everybody	Selected
Offer	Everybody	Selected
Public	Yes	No

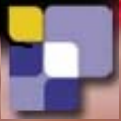




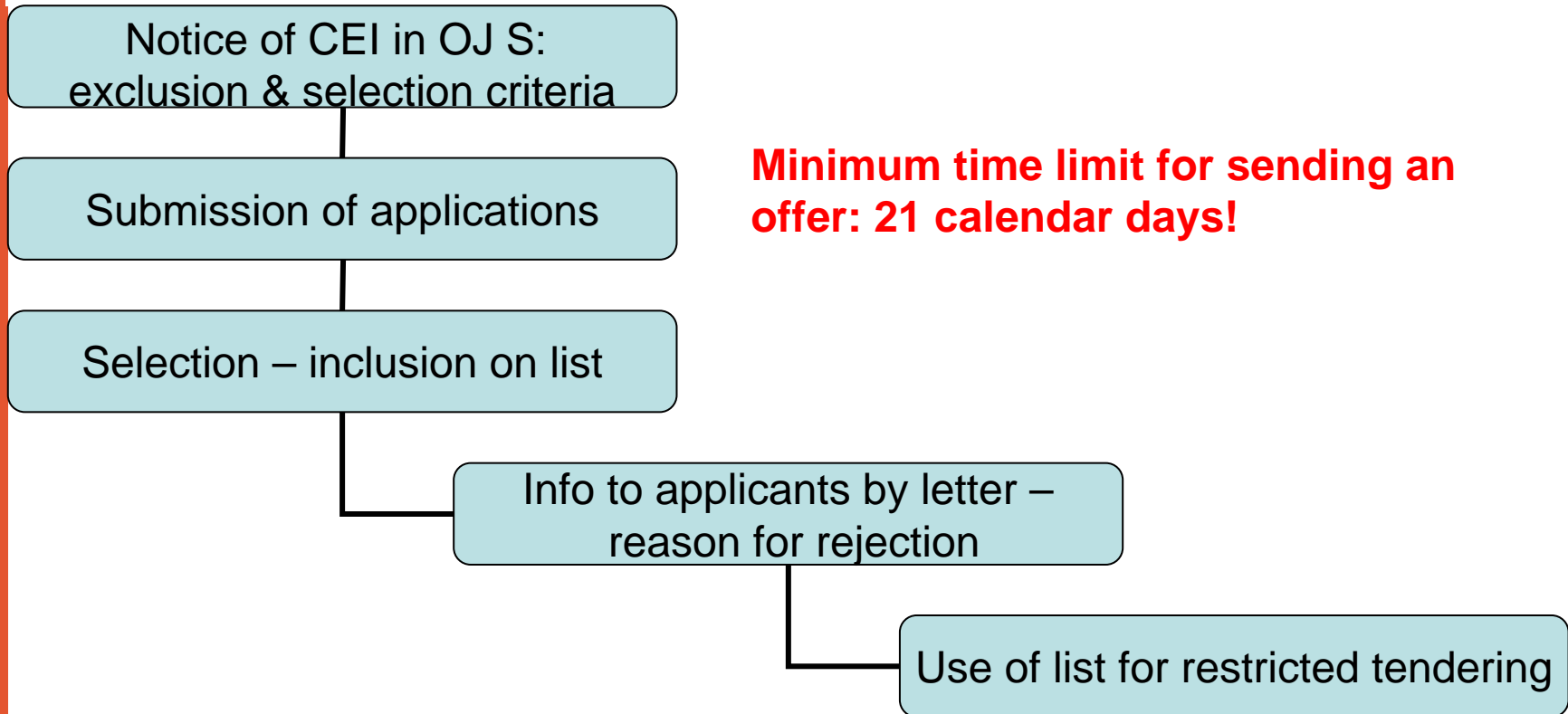
1. Procurement: minimum time limits

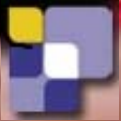
		OPEN	RESTRICTED	
Publication	Documents	Tenders	Request to participate	Tenders
Without pre-information	Paper	52 days	37 days	40 days
	Electronic	47	37	35
With pre-information	Paper	36	37	36
	Electronic	31	37	31





1. Procurement: Call for Expressions of Interest (CEI)



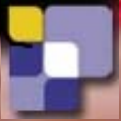


1. Procurement: Low value contracts

estimate amount of the contract \leq €60 000

- 👉 \leq €60 000 = negotiated procedure 🖐 at least 5 candidates!
- 👉 \leq €25 000 = negotiated procedure 🖐 at least 3 candidates!
- 👉 \leq €5 000 🖐 at least 1 candidate contacted!
- 👉 \leq €500 = invoice

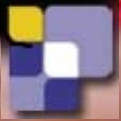




1. Procurement: Documents

1. Pre-information
2. Tender documents:
 1. Technical specifications
 1. Subject – technical specifications
 2. Exclusion, selection & award criteria
 3. Price (always in €) revision = indexation
 4. Requirements linked to permitted variants
 5. Rules on evidence of access to contracts
 6. Protocol of Privileges & immunities = VAT exemption
 2. Draft contract
 3. Letter of invitation





1. Procurement: conclusion = contract

1. Body

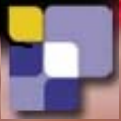
1. Special conditions
 1. Variable content.
 2. Clauses to complete for each case
2. General conditions
 1. Content never changes.
 2. Do not complete or alter clauses!

2. Annexes

1. Technical annexes
 1. Tender specifications
 2. Contractor's tender
 3. Other, if useful

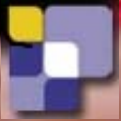
Binding!





Procurement		Grant
Buying things	Purpose	Giving money
Profit	Principle	Non-profit
Commission	Ownership	Beneficiary
Agreed price	Contribution	Share of costs
Call for tenders	Procedure	Call for proposals
Contract	Legal form	Agreement
IR Title V	Rules	IR Title VI
FR Title V	Regulation	FR Title VI

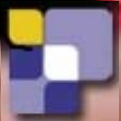




2. Grants: Principles

1. Transparency = let everybody know
2. Equal treatment = no favoritism
3. Non-cumulative = no more than one grant for the same action
4. Non-retroactive = finished actions are excluded
5. Co-financing = European Commission pays a %
6. Non-profit = the action may not have as a purpose or effect of generating a benefit

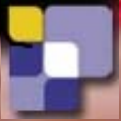




2. Grants: Procedures

- ➡ Open call for proposals.
- ➡ Restricted call for proposals = eligible applicants



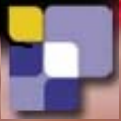


2. Grants: Types

Financial contribution, by way of donation, in order to co-finance:

1. An action;
2. The functioning of an organization.



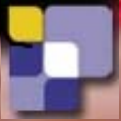


2. Grants: Steps

1. Publication of the call for proposal.
2. Evaluation & award procedure
 1. Evidence of non-exclusion
 2. Eligibility
 3. Selection
 4. Award
3. Information to applicants.

No information about the evaluation process can be disclosed until the award decision is taken!

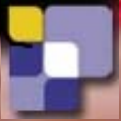




2. Grants: Minimum time limits

- 🕒 From publication to closing of calls ⌚ 3 months
- 🕒 Evaluation ⌚ 2 months
- 🕒 Contacts-modification ⌚ 1 month
- 🕒 Award of grants ⌚ 0.5 months
- 🕒 Individual commitments ⌚ 0.5 months
- 🕒 Signing of agreements ⌚ 1 month

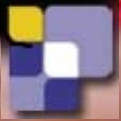




2. Grants: Documents of a call for proposals

1. Information notice
2. Call for proposals
 1. Objectives pursued
 2. Eligibility, exclusion, selection & award criteria
 3. Arrangements for Community financing
 4. Arrangements & final date for the submission of proposals & the possible start-up date for the actions & the planned date for closing the award procedure.
3. Draft grant agreement
4. Forms: LEF & BAF
5. Application form (SWIM)
6. Contact point

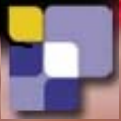




2. Grants: conclusion = grant agreement

1. Special Conditions
2. General Conditions
3. Annexes
 1. Annex I = description of the action/work programme
 2. Annex II = estimated budget of the action/work programme

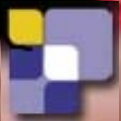




PROGRESS additional conditions

1. Publicity and Information requirements
2. Guide on how the tasks should² be carried out
3. Results-based management and reporting requirements.





Calls under PROGRESS

Directly from DG EMPL web site:

http://ec.europa.eu/employment_social/emplweb/tenders/index_en.cfm

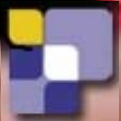
Or through the general EC web site:

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

http://ec.europa.eu/public_contracts/index_en.htm







http://ted.europa.eu/Exec?DataFlow=ShowPage.dfl&Template=TED/normal_search&StatLang=SL









Calls under PROGRESS

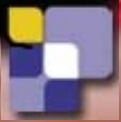
TENDERS

-  TED
-  Calls for Tenders: 2008
-  Archives
-  Expression of Interest
-  Award Notice
-  Prior Information Notice

GRANTS

-  Calls for Proposals: 2008
-  Archives
-  Annual Programming: 2008 & previous
-  Awarded Grants





Financial information on-line

Sound Financial Management

http://ec.europa.eu/budget/sound_fin_mgt/index_en.htm

Financial Regulation & Implementation Rules

http://ec.europa.eu/budget/documents/implement_control_en.htm

Texts 1 and 2 present the consolidated versions of the FR and IR, respectively.

In SL:

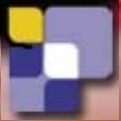
<http://eur-lex.europa.eu/LexUriServ/site/sl/consleg/2002/R/02002R1605-20070101-sl.pdf>

<http://eur-lex.europa.eu/LexUriServ/site/sl/consleg/2002/R/02002R2342-20070501-sl.pdf>

Overview of new financial rules and funding opportunities 2007-2013. **In SL**

http://ec.europa.eu/budget/library/publications/financial_pub/pack_rules_funds_sl.pdf





Getting started:

- 👍 What/who/how/when
- 👍 Study Financing Decision & Work programme ASAP
- 👍 Visit regularly Grant/Tender website.
- 👍 Read **very carefully** the text of the call:
 - 👋 Signatures
 - 👋 Supporting documents
 - 👋 Deadlines





DĚKUJI VÁM ZA POZORNOST!



If you have further questions,
please contact us:

http://ec.europa.eu/employment_social/progress/contact_en.htm

