

Call for proposals EAC/41/2010

## European Policy Network on Key Competences in school education

### 1. POLICY CONTEXT

The 2006 Recommendation on key competences for lifelong learning<sup>1</sup> defines the knowledge, skills and attitudes that young people in the European Union should develop by the end of their initial education and training and that adults should be given the opportunities to develop and update in course of lifelong learning. The key competences are designed to serve for personal fulfilment, social inclusion and active citizenship, and equip young people to master their careers in the rapidly changing world of work. The key competences will become ever more important with a view to the forecasts on the evolution of labour markets. The emerging low-carbon economies, the development of digital technologies, increased need for health on other services, inter alia, will require high professional skills accompanied by transversal key competences that will help people to work together, communicate and innovate<sup>2</sup>.

The Recommendation sets out eight key competences:

- Communication in the mother tongue;
- Communication in foreign languages;
- Mathematical competence and basic competences in science and technology;
- Digital competence;
- Learning to learn;
- Social and civic competences;
- Sense of initiative and entrepreneurship;
- Cultural awareness and expression.

These eight key competences are underpinned by critical thinking, creativity, problem solving, initiative, risk assessment, decision-taking and management of one's own feelings. For the development of school education it is important to note that the key competences include not only the 'traditional' key competences such as mother tongue and foreign languages that are usually taught through subjects, but also the transversal competences such as learning to learn, social and civic, entrepreneurship and cultural competences. These transversal or 'cross-curricular' competences often go beyond subject boundaries and require new approaches to teaching and learning, and a new range of teaching competences.

The need to develop new, holistic approaches to teaching and learning is emphasised in the 2008 Communication of the Commission "**Improving competences for the 21<sup>st</sup> Century – an Agenda for European Cooperation on Schools**". In order to promote the acquisition of key competences by all, policies should encompass curricula, learning materials, teacher

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<sup>1</sup> Recommendation of the European Parliament and of the Council on key competences for lifelong learning (December 2006), [http://ec.europa.eu/education/lifelong-learning-policy/doc42\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc42_en.htm)

<sup>2</sup> "New Skills for New Jobs". COM (2008)868

education, the development of personalised learning, and assessment techniques. The November 2008 Council conclusions invited the Commission and Member States to enhance European cooperation on the follow-up of the Recommendation. This follow-up should focus on all aspects of it, notably ensuring the basic skills as foundations for further learning, the transversal key competences to supplement subject-based competences and, to develop assessment and personalised learning.

The November 2009 Commission Communication, "**Key competences for a changing world**"<sup>3</sup> takes stock of the progress achieved in Member States in the implementation of the 2006 Recommendation on key competences. Based on national contributions, it concludes that many countries are using the European framework of key competences as a reference point in school reform. While good progress has been made in adapting school curricula, there is still much to be done to support teachers' competence development, to update assessment methods, to develop learning material and to introduce new ways of organising learning. The major challenge for school policies is to align all these elements into a coherent approach that would support the shift from only transmitting knowledge to the development of deeper understanding, skills and attitudes conducive for further learning.

The second challenge is to ensure that *all* learners – including those with any kind of disadvantage - benefit from innovative teaching and learning of key competences that equip them to adult life and lifelong learning.

With regard to specific competences, the Communication refers to the need to enhance efforts in the areas of digital competence, learning to learn, social and civic competence, entrepreneurship and cultural competences. While the knowledge part of these key competences is easier to provide, the development of adequate skills and attitudes requires reinforcing teachers' and school leaders' capacities to develop strategies in schools to support learning also through practice.

An independent study<sup>4</sup> on the implementation of key competences in school curriculum and teacher education, commissioned by the Commission, reiterates the fact that while curricula are increasingly based on a competence approach. However, much remains to be done in aligning teacher education, student assessment and school practice with the idea of key competences. In addition, a report from the New Skills for New Jobs expert group set up by the Commission<sup>5</sup> underlines the need to improve the effectiveness of regulatory frameworks, incentives and support mechanisms in enhancing the modernisation of schools, making them more innovative and encouraging them to develop partnerships with the wider world, with the aim of providing the competences needed for adult life and work.

The November 2009 Communication also stresses the need to develop further a competence based approach in vocational education and training, in higher education and in adult education. Specific networks may be set up separately for this purpose. The "European Policy

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<sup>3</sup> COM(2009) 640/3

<sup>4</sup> Key competences in Europe: Opening doors for lifelong learners across the school curriculum and teacher education. Final report of the contract 2007-2090/001-001 TRA TRSPO. CASE - Center for Social and Economic Research, Poland.

<sup>5</sup> "New Skills for New Jobs: Action now", expert group report, February 2010

Network on Key Competences in Schools" will therefore feed into a broader Commission initiative to develop the key competences approach across all sectors of education and training.

## **2. OBJECTIVES, ACTIVITIES AND EXPECTED OUTPUTS**

### **2.1. Objectives**

The overall aim of this call is to establish a Europe-wide network of relevant organisations in countries participating the Lifelong Learning Programme to develop policy advice for the implementation of the 2006 Recommendation on key competences for lifelong learning in schools. It should address the issues raised by the November 2009 Communication "Key Competences for a Changing World"<sup>6</sup> and stimulate high level cooperation between Member States policy makers responsible for the essential areas of school development.

The network should therefore bring together those organisations, researchers and stakeholder groups whose area of interest and expertise is on school curriculum development, teacher education, assessment and evaluation, learning support and any other area that is seen as crucial for the development of a coherent policy for the promotion of key competences.

The network should examine how these areas policy areas can best contribute to the development of key competences as set out in the 2006 Recommendation on key competences; how these areas interlock, and what mix of these specific policies can help schools better ensure the development of key competences by all students.

The network should take the form of partnerships of organisations in participating countries, of which one will take the lead and act as partnership manager. With each participating country, one organisation will coordinate the activities and contributions to the network of all the organisations in that country.

The Commission will support its activities under the Lifelong Learning Programme through a framework partnership agreement for the period 2011-2014.

### **2.2. Activities**

The network will be required to submit a work programme for the framework agreement period that builds on the 2006 Recommendation on key competences for lifelong learning and the analysis set out by the November 2009 Communication "Key Competences for a Changing Word" as regards the development of school education. It should also build on other relevant EU -level and national policy documents, participating countries' national priorities, appropriate research and developments within other international organisations, and, when available, progress achieved by the network.

The framework partnership agreement will set out the conditions governing grants to partners for carrying out activities, on the basis of a four year strategic plan. This first level agreement

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<sup>6</sup> COM(2009) 940 final

does not constitute an obligation for the Commission to conclude a specific agreement for operating grants.

The framework partnership agreement defines the respective roles and responsibilities of the Commission and the organisations participating in the network in implementing the work programme. It presents the common objectives agreed by the network and the Commission; the types of activities envisaged; the procedure for concluding a specific agreement for a grant for an action; and the general rights and the obligations of each party under the specific agreements.

The Commission will invite the network with which the framework partnership agreement has been signed to provide annually a detailed work programme for the next year of operation and a corresponding budget in order to conclude specific agreements for action grants for each stage of operation. Concluding the specific agreement for a grant for an action is subject to the Commission's assessment of the proposed actions, the corresponding detailed budget, their relevance to the overall objectives and progress of the framework agreement, as well as to the availability of budgetary appropriations.

The work programme of the network shall comprise an overall description of activities and outputs for the period of the framework partnership agreement, and a description how these will be divided into annual work plans. In addition a detailed work plan should be submitted for the first year, which will be then subject to a specific grant agreement. The network will define its tasks in detail but it is likely that work programme will, over the four-year period, include the following:

- Establishment of network infrastructure with clear definitions of roles and responsibilities of each partner, and organisation for the management and coordination of the network and its actions;
- Identification of the specific policy areas linked to the objectives of the Call and in which European policy cooperation can best support national developments;
- Analysis and research on the issues related to the objectives of the Call, and gathering evidence and information on the developments that will support the development of evidence-based conclusions and recommendations;
- Dissemination of this information in a timely and useable form to policymakers and the research community;
- Encouragement and assistance of the development of existing National networks in the area of school development towards a key competences approach;
- Reporting - as set out in the specific agreements - on the progress of the work of the network, and on Member States' progress in the implementation of the Recommendation.
- Contributions to policy cooperation at EU level on the implementation of the 2006 Recommendation on key competences for lifelong learning within the ET2020 work programme.
- Other relevant activities as may be included in specific agreements for a grant for an action

### **2.3. Expected Outputs**

Specific agreements for action grants will be established for each stage of the work of the Network. It is expected that, over the four years of the framework partnership agreement, actions would include, for example:

- to establish the network infrastructure, roles and responsibilities; ways of working; communication and dissemination networks;
- to establish a rolling programme of work
- to develop and manage a platform to facilitate exchange between national policy makers, practitioners, researchers and other stakeholders (e.g. through peer learning, exchanges, and thematic groups working on issues of common interest);
- to map existing National networks related to the promotion and implementation of key competences in school education: assist the development of existing National networks of that kind and establish new ones in participating countries where they do not yet exist;
- to carry out and disseminate to policymakers and the research community policy analysis and research on key competences in school education;
- to bring forward evidence-based recommendations on policy developments and implementation;
- to provide support for national policy developments.

### **3. TIMETABLE**

Applications for this framework agreement 2011-2014, and the first specific grant agreement for 2011 must be dispatched no later than 15 October 2010.

The intention is to inform applicants of the outcome of the selection procedure in November 2010.

It is planned that beneficiaries will receive their agreements for signature in December 2010.

The period of eligibility of costs will start on the day the specific agreement on a grant for an action is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.

Activities are foreseen to start in 2011.

The maximum duration of the Framework Agreement is 48 months.

#### **4. BUDGET AVAILABLE**

The maximum budget for this action is 500 000 euro in 2010. This will cover the activity of the network in 2011. The budgets for the three remaining years (2012, 2013, 2014) will be determined by the Commission on an annual basis, following consultation with the Lifelong Learning Programme Committee. For the purposes of planning the work programme for the four year period, applicants may assume that maximum budget will be of a similar order of magnitude for each year (but the actual amounts will vary in practice).

Financial contribution from the Commission cannot exceed 75 % of the total costs.

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

#### **5. ELIGIBILITY CRITERIA**

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

##### **5.1. Eligible establishments/bodies/types of beneficiary**

The following call is opened to the kinds following organisation or partnerships of such organisations:

- Ministries of education
- Other public bodies
- Research centres and Universities
- Foundations
- Associations

Applications must be submitted by a legal person. Applicants must submit a copy of the applicant organisation's articles of association and official certificate of legal registration.

Applicants must submit letters from partner organisations confirming their participation (original signatures required). Only proposals submitted by partnerships of at least 20 organisations from 20 different eligible countries will be considered. Partnerships, including organisations from non-eligible countries are authorised, but the related costs will not be eligible for support from the EU grant.

##### **5.1.1 Legal Entity**

In order to demonstrate its existence as a legal person, the applicant must provide the following documents:

Private company, association, etc.:

- bank details form, duly completed and signed,
- extract from the official gazette/trade register, and, if applicable, certificate of

liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- bank details form, duly completed and signed,
- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.
- certificate of liability to VAT, if any

## **5.2 Eligible countries**

Applications from legal entities established in countries participating the Lifelong Learning Programme are eligible.

## **5.3 Eligible activities**

The activities to be financed under this part of the call include:

- Actions aiming at the establishment and further development of the network in question;
- Conferences, seminars; meetings;
- Projects and measures aiming at developing, testing and transferring of innovative practices
- Peer learning activities, study visits
- Awareness and dissemination actions: creation and dissemination of concrete tools to share and diffuse knowledge (website, leaflets, video-based products, books, conferences, seminars)
- Studies, analysis; drafting reports
- Other relevant activities included the work plan of the specific agreement for a grant for action

## **5.4 Eligible proposals**

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents referred to in the application form.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for Community co- financing, set at 75% of total costs. There should be an overall budget for 2011-2014 and a separate, detailed budget for 2011.

## **6. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93(1),94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure; and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93(1) and 94 of the Financial Regulation.

## **7. SELECTION CRITERIA**

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out for the year for which the grant is awarded and to participate in its funding. They must have the professional competences and qualifications required to complete the proposed action.

### **7.1 Operational capacity**

In order to permit an assessment of their operational capacity, organisations must submit, together with their applications:

- the CVs of the lead persons within each institution showing their relevant professional experience;
- a list of projects already undertaken in the relevant field by the applicant and by the partners

### **7.2 Financial capacity**

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- the profit and loss accounts of the coordinating organisation, together with the balance sheet for the last one financial year for which the accounts have been closed. If this is not possible, any other document attesting the financial capacity is required;
- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor to public bodies, or to international organisations under public law.

NB: If, on the basis of the documents submitted, the Commission considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application
- ask for further information
- require a guarantee (see 10.3)
- offer a grant agreement without pre-financing.
- ask for an external audit

## **8. AWARD CRITERIA**

Eligible applications for a framework agreement will be assessed on the basis of the following criteria:

1. Quality of the partnership: the extent to which the consortium includes relevant organisations; the extent of geographical coverage; the extent to which it possess the skills, expertise and competences required for carrying out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners (30%).

2. Quality of the work programme: the extent, to which the organisation of the work is relevant to the objectives set out here, is clear and appropriate to achieving those objectives; and the work programme clearly defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget (25%).
3. European added value: the extent to which the benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated (5%).
4. The cost-benefit ratio: the extent to which the grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen (15%).
5. Impact: the extent to which foreseeable impact on the target groups and systems concerned is clearly defined and measures are proposed to ensure that the impact is achieved. (25%).

## **9. EVALUATION OF APPLICATIONS AND AWARD**

A committee shall be appointed in order to evaluate the proposals. Outside experts may assist the committee.

## **10. FINANCIAL CONDITIONS**

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without the Commission's financial support, and are based on the principle of co-financing.

They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The allocated amount may not exceed the amount requested.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action attached to the application must have revenue and expenditure in balance *and show clearly the costs which are eligible for financing from the Community budget.*

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the pre-financing payment.

### **10.1 Payment procedures**

In the event of definitive approval by the Commission, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last. A prefinancing payment of 75% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Prefinancing is intended to provide the beneficiary with a float.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the prefinancing payments.

### **10.2 Certificate on the financial statements and underlying accounts**

Not applicable.

### **10.3 Guarantee**

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations. This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the contracting authority may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

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

#### **10.4 Double financing**

Subsidised projects may not benefit from any other Community funding for the same activity.

#### **10.5 Eligible costs**

Eligible costs of the action/project are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;
- they are necessary for the implementation of the action/project which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

#### **10.6 Eligible direct costs:**

The eligible direct costs for the action/project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly.

In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners.
- NB: this cost must be actual cost incurred by the beneficiary and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;
- the corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

- subsistence allowances for staff taking part in the action/project (for meetings, European conferences, etc.) provided that they do not exceed the scales approved annually by the Commission;
- travel allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;
- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement are met;
- costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).
- costs for subcontracting may be funded up to a maximum of 30% of the total direct project costs.

### **10.7 Eligible indirect costs (administrative costs);**

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary already receives an operating grant.

### **10.8 Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;

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

Contributions in kind shall not constitute eligible costs.

## **11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

Where implementation of the assisted actions requires the award of a procurement contract with a value of more than EUR 60 000, the authorising officer responsible may require beneficiaries to abide by special rules. Those special rules shall be based on rules contained in the Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the action and the risk. Such special rules shall be included in the grant decision or agreement. The beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

## **12. PUBLICITY**

All grants awarded in the course of a financial year must be published on the Internet site of the Commission during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Commission will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. To do this they must use the logo that will be provided by the Commission. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

### **13. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the application must be returned.

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

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

#### **14.1 Publication**

The call for proposals is being published in the Official Journal of the European Union (2010/C 205/08) and on the Internet site of the Directorate-General for Education and Culture at the following address:

[http://ec.europa.eu/dgs/education\\_culture/calls/grants\\_en.html](http://ec.europa.eu/dgs/education_culture/calls/grants_en.html)

#### **14.2 Application form**

Grant applications must be drawn up in an official EU language, which must be a language understood by all members of the partnership. The application form must be completed in ONE language only (do not provide information on individual partners in different languages) using the form specifically designed for this purpose. Please note that only typed applications will be considered.

The forms can be obtained on the Internet at the following address:

[http://ec.europa.eu/dgs/education\\_culture/calls/grants\\_en.html](http://ec.europa.eu/dgs/education_culture/calls/grants_en.html)

#### **14.3 Submission of the grant application**

Only applications submitted not later than 15 October 2010, on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in triplicate (one original clearly identified as such, plus 2 certified copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications which are not submitted before the deadline will not be considered.

Applications must be sent to the following address:

“Call for proposals EAC/41/2010

Mr Adam Pokorny

Head of unit

DG Education and Culture, Unit B2; School Education; Comenius

MADO 14/04

B-1049 Brussels

Applications must be submitted in a sealed envelope itself enclosed within a second sealed envelope addressed as indicated above. The inner envelope must bear, in addition to the address above, the words, "Call for proposal EAC/41/2010 – Not to be opened by the mail service." If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

No changes to the dossier can be made after the application has been submitted.

However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Applicants will be informed of the receipt of their proposal within 10 working days.

Only applications that fulfil the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

#### **14.4. Rules applicable**

Decision n° 1720/2006/CE of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning.

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended.

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation) as amended.

#### **14.5 Contacts**

Contact between the Commission and the applicants is forbidden, save, exceptionally, in cases where clarification of the call for proposals dossier is necessary. Should the applicant require any clarification prior to the deadline for submission of applications, the request should be addressed to:

EAC-SCHOOL-POLICY-TENDERS@ec.europa.eu

Requests for clarifications received at least 15 days before the deadline for submission of applications, will be answered not later than 10 days before the

deadline. Requests received 14 days or fewer before the deadline will not be answered. Responses which provide additional information to the call for proposals dossier will be available to all applicants on the website.