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EUROPEAN NEIGHBOURHOOD POLICY HANDBOOK

Draft for consultation

Options for co-financing projects for Georgian self-governments with EU funds



Source: EC

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of the Marshal's Office of the Wielkopolska Region
"REGIO TAMAR. Self-Government Across Divides"
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Poznań, 7 November 2008

Ladies and Gentlemen,

I am delighted to submit to you the manual "European Neighbourhood Policy. Options for co-financing projects for Georgian self-governments by EU funds".

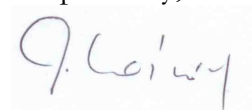
This document is the result of the project "Regio-Tamar. Self-Government Across Divides", co-funded under the Polish Foreign Aid Programme, provided through the Ministry of Foreign Affairs of the Republic of Poland.

The project, implemented in 2008 by the Marshal's Office of the Wielkopolska Region, City of Tbilisi, Mtskheta-Mtianeti regional self-government as well as the Georgian Association of Local Officials SATMA, seeks to support Georgian governments in utilising EU funding available under the European Neighbourhood Policy. The project also undertakes to help to assess and explore the possibilities of increasing the competitiveness of Georgian regions and developing cooperation between self-governments from the EU states and Georgian local authorities.

I am submitting this manual hoping that you decide to participate in the consultations on its contents. We appreciate any valuable comments that may supplement the contents of the present document.

I believe that this manual will contribute to a better utilisation of the opportunities afforded by the European Neighbourhood Policy, wishing you every success with your future endeavours connected with EU projects co-funded by the European Neighbourhood and Partnership Instrument.

Respectfully,



Marek Woźniak
Marshal
of the Wielkopolska Region

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GLOSSARY OF TERMS AND ACRONYMS

TERM/ACRONYM	EXPLANATION
Audit	Audit means all actions encompassing an independent check of management and control systems in a audited unit, including financial audit procedures, as a result of which the manager of the unit, or another authorised individual, obtains an objective and independent evaluation of the adequacy, efficiency and effectiveness of those systems; as well as any consulting activities, including submission of application, seeking to improve the operation of the unit. Audits are carried out by independent functions, subordinated to the manager of the unit, or by an external provider.
Beneficiary:	A natural or legal person, or an organisational entity with no legal personality, which implements projects funded by foreign sources on the basis of a project co-financing agreement.
CBC	Cross Border Co-operation
Programming (operational) documents	Documents in the form of programmes, drafted for the purpose of spending funds initially granted to a given area of sector by the European Commission as part of European funding. In particular, they specify objectives and main priorities for the spending of the funds, based on studies of the current situation and development trends for a given area or sector, criteria and methods of implementation of specific projects, persons and institutions responsible for the performance of specific tasks, as well as the estimate value and breakdown of the funds, considering co-financing from any other available budget source.
Measure	A project, or a group of project, selected by the managing authority for a given operational programme, or as part of the authority's tasks and implemented by one or more beneficiaries, enabling the achievement of the objectives of the priority to which it refers.
Cross-border impact	Cross border impact is an impact that: 1. balances disparities and equalises living standards of citizens on both sides of the border, 2. eliminates nuisance related to residing in cross-border area, 3. contributes to developing the existing and establishing new partner relations among residents, organisations, entrepreneurs, institutions and other social life actors; 4. promotes knowledge on the partner and learning the partner's language among residents of the other country; 5. makes available to the partner the cultural heritage and environmental resources for mutual benefit. 6. contributes to the improvement in the environmental condition and the level of security in the area of the support, 7. increases the level of spatial cohesion. ¹
ECHO	EC Humanitarian Office
EIDHR	European Instrument for Democracy and Human Rights
ENP	European Neighbourhood Policy
ENPI	European Neighbourhood and Partnership Instrument
Innovation	Enterprises' ability to establish and implement innovation and the genuine potential to launch new and upgraded goods, new or modified technology, or organisational and technical processes.
Managing Authority	A public or private entity responsible for the implementation of some or all priorities of the operational programme on the basis of the

¹Source: presentation by M. Rulińska of 10 Oct 2008. The presentation is available at: www.interreg3a.dolnyslask.pl/pliki/szkolenia/PartnerstwoTransgraniczne1.pdf

	relevant agreement, including an agreement on co-funding the entrusted tasks.
INTERREG	The Community Initiative for the financial perspective 2000-2006 (programme in the 2007-2013 perspective) providing for funding by the European Regional Development Fund in order to support cross-border, international and interregional cooperation at both external and internal EU borders.
Grant	Non-returnable assistance in the form of co-funding for the project implementation.
Project selection criteria	A specific set of formal and substantive requirements to be met by projects in order to receive funding from the assistance funds.
Eligibility of expenses	Criteria on expenses incurred in the process of project development and implementation, programme monitoring, the compliance with which is a precondition for reimbursement of their portion from the European funds.
Millennium Development Goals	Goals set by the UN: 1. eradicate extreme poverty and hunger, 2. achieve universal primary education; 3. promote gender equality and empower women; 4. reduce child mortality; 5. improve maternal health; 6. combat HIV/AIDS, malaria and other diseases; 7. ensure environmental sustainability; 8. develop a global partnership for development.
Financial monitoring	Monitoring of the management of European funds allocated for the implementation of programmes and projects. It represents the basis for evaluating the efficiency of their spending.
Physical monitoring	Monitoring of the progress of programmes and projects through a system of indicators specified in the programming documents.
Networking	The process of exchanging information, resources, mutual support and opportunities, carried out owing to an advantageous network of mutual contacts. Networking actions essentially are mutual recommendations of each other's services, sharing knowledge and providing assistance, if necessary.
PCA	Partnership and Co-operation Agreement
Payment	A specific amount being part of assistance, disbursed by the European Commission to the account of the Paying Authority on the basis of the application for payment.
Interim payment	A payment made by the European Commission during the programme implementation, in order to reimburse actually incurred expenses, confirmed by invoices or accounting documents that are equally valid as evidence.
Priority	One of the priorities of a strategy specified in the operational programme, understood as a group of interrelated actions, implementing measurable objectives.
Regional development	The increase in the economic potential of regions and a lasting improvement of their competitiveness, living standards of their residents, which contributes to the social and economic development of the country.
Sustainable development	Social and economic development that is sustainable over a longer period of time, and such that does not adversely affect the environment, in which it occurs.
Reporting	Reporting by a managing institution of the progress with the implementation of programmes or projects co-financed by the assistance funds.
Feasibility study	A study conducted in the initial phase of the project, verifying, whether there exist sufficient grounds for a given project to be implemented, and whether it meets the needs of the expected beneficiaries; the study should be the project plan; it must specify and thoroughly analyse all operational details of its implementation, such as commercial, technical, financial, economic, institutional, social

	and cultural, as well as environment-related considerations; the feasibility study helps to determine the financial and economic viability of the project, and, as a result, a clear justification for the project.
Application	A standard form submitted by the beneficiary in order to obtain support from the assistance funds. The range of details submitted in the application covers: details on the applying institution, details on the project, details of actions undertaken during the project implementation, expected results and expenses, required documents as annexes.
Application for payment	The application for the reimbursement/settlement of the project, submitted in order to obtain reimbursement/settlement of the actually incurred expenses, confirmed by invoices or accounting documents of equivalent value as evidence.

The glossary of terms contains entries on the European project management methodology from the Wielkopolska Regional Development Operational Programme.

Introduction

This manual, prepared by the Marshal's Office of the Wielkopolska Region is the outcome of cooperation developed by the Wielkopolska Region and Mtskheta Mtianeti Region, City of Tbilisi and the Georgian Association of Local Officials SATMA. Multidimensional cooperation between partners proceeds under the project "Regio Tamar - Self-Government across divides" is possible due to support from the Polish Foreign Aid Program of the Ministry of Foreign Affairs of the Republic of Poland.

The purpose of the study is to provide comprehensive data on the priorities of support for Georgia's development under the European Neighbourhood Policy. A special objective of the manual is to identify financial mechanisms that support regional and local development. While discussing the European Neighbourhood Policy, we wish to underscore in particular the seminal role of self-(local) governments in the process of developing specific projects that serve the purpose of a sustainable social and economic development.

What is the European Neighbourhood Policy?

The European Neighbourhood Policy is one among many EU's thematic policies. The European Union pursues its objectives using a set of consistent, strategic actions, grouped into several thematic areas, referred to as policies. Such thematic areas (policies) of the EU activities include: regional policy, industrial policy, agricultural policy, or even climate policy. On behalf of EU Member States, individual policies are managed by the European Commission, representing the common European interest in this respect. Each policy contains specific programmes seeking to implement the common objectives. The implementation of programmes under each policy takes place through financial instruments, that is European funds. Usually, at least one financial instrument is assigned to each thematic policy. For the European Neighbourhood Policy, the instrument is the European Partnership and Neighbourhood Instrument.

Why should we broaden our knowledge on the subject?

The European Union intends to offer to its neighbouring states practical assistance in the political and financial dimension. The cooperation generates mutual benefits. It allows the EU to ensure security at external borders, good neighbourly relations and trade cooperation. UE neighbouring states are, in majority, states with a sizeable economic and social potential, and with prospects of rapid growth. However, due to a complex international political and economic situation, they also face numerous strategic problems. EU wishes to help solve those problems and share the experience gained in the various areas. Currently, stage one of the strategy is being implemented, primarily consisting in the establishment of solid administrative foundations in the partner countries. It is necessary to enhance institutions in those countries by promoting good practices and helping to reform many areas, such as local administration, public finance, the judiciary. The ultimate objective is to acquire reliable partners, able to absorb even more assistance in the future and to take the cooperation even further. The EU external policy model for the states of Central and Eastern Europe in the nineties of the previous century operated in a similar fashion. Although the present stream of support is chiefly addressed to central-level administration, regional or local partners should maximise all opportunities to gain experience in projects co-funded by the EU. Although still early in its implementation, the European Neighbourhood Policy in Eastern Europe has already achieved some effects, such as proposals from certain Member States to further develop cooperation under the so-called Eastern Partnership.

Chapter 1

European Neighbourhood Policy in the EU

The European Neighbourhood Policy (ENP) is the EU's policy on neighbouring states. Among its **beneficiaries, that is countries eligible for assistance**, there were initially the following states: Algeria, Belarus, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Moldova, Palestine, Syria, Tunisia, Ukraine. In 2004, a decision was taken to extend the ENP to cover states of South Caucasus that neighbour Turkey: Georgia, Armenia and Azerbaijan. The European Neighbourhood Strategy also covers Strategic Partnership with Russia.

The European Commission first presented the concept of the European Neighbourhood Policy in its communication "Wider Europe - Neighbourhood: A New Framework for Relations with our Eastern and Southern Neighbours" issued in March 2003. This triggered off intense work on the formulation of its principles and financing methods. They have continued until today, but only recently have the preparations to launch all financial mechanism to support the intended actions been completed.

The European Neighbourhood Policy is a response to new challenges and opportunities that emerged after 1 May 2004 in connection with the EU enlargement, covering 10 new states: Poland, Estonia, Latvia, Lithuania, Slovakia, Czech Republic, Hungary, Slovenia, Cyprus and Malta, and from 1 January 2007, with 2 more states, namely Romania and Bulgaria. This biggest enlargement in the European Union's history has necessitated reforms in a number of areas of the EU's operation, notably its external policy and relations with immediate neighbours. The new objective has become sharing with the neighbouring countries the benefits of the most recent enlargement, and preventing new development barriers that separate the EU states from the neighbours. The European Neighbourhood Policy is to provide tools to strengthen relations of partner countries with Member States. The European Union wishes to enable its neighbouring states to join the various actions by developing political cooperation, also in the area of security, economy and culture. The EU wants to prepare its neighbouring states to take a bigger stake in the European Internal Market. Partner countries also stand a chance of gradually-increasing participation in the various financial projects under the European programmes, which have not been available to them thus far.

By doing so, the European Union also seeks to support the European Security Strategy, a document adopted by the Council in December 2003. The document dwells in great detail on states of South Caucasus. Strategic objectives for Europe's security are also fight against corruption, money laundering, trafficking in drugs and human beings, fight against terrorism, production of weapons of mass destruction, as well as observance of international law and peaceful conflict solving.

Objective:

The European Union offers to its neighbours a privileged position, built on the respect for mutual values, such as democracy, human rights, rule of law, free market principles and continuous development. The Neighbourhood Policy offers a closer political and economic integration, however it does not automatically result in accession talks. The adopted procedure is working out a set of priorities, in cooperation with a given state, to be included in the national Action Plan. The rule here is "Joint Ownership". It relies on the assumption that the European Union does not impose its priorities on partner countries but, rather, they are worked out jointly by both parties. Therefore, priorities contained in Action Plans, agreed individually with each states, are sometimes very different from one another.

How it works:

The key political component of the European Neighbourhood Policy are individualised Action Plans. These documents are drafted jointly by the EC and a partner state, in order to develop cooperation, started previously on the basis of bilateral agreements. In the case of Eastern Europe and South Caucasus, these are Partnership and Cooperation Agreements, while in the case of the Mediterranean countries, it's Euro-Mediterranean (Euromed) Partnerships.

The EU agrees individual Action Plans with each partner state. The document is subject to detailed negotiations and is tailored to the needs, potential and interests of both parties. It elaborates on short-term and medium-term political and economic reforms, which generally relate to:

- **political dialogue** and reforms
- **economic** as well as social cooperation and development
- **trade relations** and regulatory reforms in the area of
- cooperation in **justice and internal affairs**
- **sectorial policies**, covering such sectors as: transport, energy, information society, environment, research and development
- **social policy**: human relations, civil society, education, public health.

Chapter 2

European Neighbourhood Policy for Georgia

In order for European projects to be developed effectively, strategic documents should be thoroughly examined. Every project must contribute to the achievement of the objectives they formulate. It is recommended to refer to specific provisions and expressions used in the document, and therefore reading them is by no means a waste of time. Below, key documents that define common EU-Georgia objectives are outlined.

2.1 Primary framework for EU-Georgia relations

On 1 July 1999, the Partnership and Cooperation Agreement (CPA)² came into effect, executed on 22 April 1996 between the EU and Georgia. It is a bilateral agreement, initially concluded for a period of 10 years. It represents the basis for a further development of bilateral relations. It emphasises both parties' respect for material international agreements. It also details the objectives of political cooperation after the collapse of the Soviet Union, underscores the support for democratic transformation and free-market economy, promotes good neighbourly relations among the former USSR republics.

The agreement elaborates in detail on the rules of mutual trade exchange, as well as cooperation in areas related to, e.g. science and technology (joint research projects, information exchange), education (cooperation on improving the level of instruction in Georgia, mobility of school goers, students and researchers, introduction of university of European affairs and Community languages to the curricula), transport, energy (in the area of approximation of management and market regulations in the sector to the principles of free-market economy, the upgrade of infrastructure and training for staff, promotion of renewable energy sources and reduction in energy consumption), telecommunications and postal services. It initiates the process of bringing Georgia closer to the European Communities as well as introduces some items of European advice for Georgia, including in the area of the implementation of competition and consumer protection legislation, development of the financial services sector institutions, industry restructuring, improved management, as well as in such specific areas as: transformation of former military and post-industrial sites, construction industry cooperation, consultancy in the area of investment promotion and protection, or public procurement procedures. The list of subjects covered by Georgia-EU cooperation is so broad that, when developing projects on any subjects, reference to the provisions of the above agreement can safely be made.

One of the crucial provisions of the Partnership and Cooperation Agreement is the establishment of institutions responsible for EU-Georgia cooperation. It therefore establishes the Cooperation Council, composed of Georgian representatives at the ministerial level, EC and Council of the EU representatives. The Council convenes once a year in order to monitor the performance of the agreement. The Cooperation Council is supported by the Cooperation Council, composed of administration representatives. The Parliamentary Cooperation Committee is also established, representing a platform for cooperation between the European and Georgian Parliament. The Cooperation Committee may submit queries related to the performance of the agreement, as well as submit its recommendations to the Cooperation Council.³

² The agreement supersedes the previous agreement on trade and economic cooperation entered into between EEC/EURATOM and the USSR, signed on 18 December 1989.

³ The key PCA provisions, according to the information on the web pages of EC Representation to Georgia and Armenia, source: http://www.delgeo.ec.europa.eu/en/eu_and_georgia/agreements.html

2.2 Action Plan for Georgia

In 2004, Georgia, together with Armenia and Azerbaijan, joined the group of states covered by the European Neighbourhood Policy. South Caucasus is a very important region for the European Union. It is clearly related to the presence in the region of strategic natural resources, namely crude oil and gas, as well as their transit to Turkey. The European Union has been long striving to diversify the sources of supply for these resources and break away from the dependence on Russia in this respect.

The region of South Caucasus gained new importance following the decision on the EU enlargement with Romania and Bulgaria, taken in the same year of 2004. We should remember that Turkey has the status of a candidate state, and the related accession negotiations officially commenced in 2005. Also, South Caucasus was referred to in the European Security Strategy due to "frozen" conflicts in the region, that required permanent monitoring by the EU and its actions for stabilisation.

In March 2005, the European Commission produced a country report on Georgia, evaluating its progress on the path of political and economic reform. This study is always the first stage of the procedure leading to the joint drafting of the Action Plan - a mid-term political document. Action Plans are drafted for a period of five years. The document was adopted on 14 November 2006. The plan seeks to implement the 1999 Partnership and Cooperation Agreement more effectively, thus contributing to establishing closer EU-Georgia relations in the area of economic integration and developing political cooperation further. The plan supplements the Georgian government's reform plan, and its primary purpose is to demonstrate EU support for the process.

The specific objective of the plan is to approximate the laws of Georgia to EU standards, in particular in the following domains:

1. strengthening democracy, strengthening the rule of law and respecting human rights;
2. social and economic reform, improvement of economic climate, reduction in poverty level;
3. conflict solving;
4. issues related with the judiciary and internal security, including the management of borders;
5. approximation of legal provisions in the various sectors, including energy and transport;
6. Regional cooperation (among partner countries covered by ENP in a given geographical region).

The document represents the basis for the implementation of the European Neighbourhood Policy in Georgia.

2.3 New political initiatives covering Georgia

Black Sea synergy - bringing Black Sea states closer to the EU

The Black Sea Synergy was initiated by the European Commission in April 2007. Next to Euro-Mediterranean Partnership and the Policy on Northern Dimension, it is another component of the regional cooperation under the EU neighbourhood policy.

The Black Sea Synergy is to contribute to the development of cooperation in the Black Sea Region, as well as between the region and the EU. As such, it reiterates the previous Commission proposal acknowledging the regional dimension of the neighbourhood policy.

The synergy is designed as a flexible initiative, seeking to ensure greater cohesion of actions and their better coordination. The key criterion to evaluate whether the Community support for the initiative is useful is the commitment, also financial, of the interested states and regional actors.

The scope of the Synergy is to reach beyond the borders of the region itself, as many actions remain closely related to the neighbouring regions, notably the Caspian Sea, Central Asia as well as South-Eastern Europe. The concept of actions adopted for the Black Sea region is closely linked with the EU strategy for Central Asia, thus also covering important inter-regional aspects.

Currently, the Black Sea synergy is focused on those issues and areas of cooperation that best reflect the shared priorities, and the EU presence and support is already clearly noticeable. As a result, several short- and long-term actions for those areas have been formulated.

These are:

- Democracy, observance of human rights and good governance;
- Flow of persons management and enhancement of security;
- "Frozen" conflicts;
- Energy, transport and natural environment protection;
- Maritime policy and fisheries;
- Research and education networks;
- Science and technology;
- Employment and social affairs;
- Regional development.⁴

The Black Sea synergy is currently being implemented. A reflection of the initiative is the cross-border component of the European Neighbourhood and Partnership Instrument, discussed in chapter 5.2.

Eastern Partnership

The Eastern Partnership project was adopted by the European Council on 19-20 June 2008 on the basis of a joint proposal submitted by Poland and Sweden. The principles of this partnership fit into the framework of the European Neighbourhood Policy, although the objective of the project is to develop substantially the cooperation with the EU eastern neighbours, in particular in the horizontal dimension. The proposed areas are trade, politics, education, environment and security. Intensified cooperation between the European Union and its eastern partners is planned to cover both bilateral issues and multilateral cooperation, supplementing, in this respect, the existing regional programmes. The project does not seek to increase the pool of funds to pursue the neighbourhood policy, but rather to multiply its impact. It also does not affect the institutional dimension of the cooperation.

In the area of bilateral relations, the priority issue is the long-term plan to introduce visa-free traffic and established the extended Free Trade Zone. The proposal also seeks to verify Action Plans and contribute to the discussion on the drafting of the next generation of such documents. They would implement the national reform plans better, and their contents would be more geared to the individual needs of each partner. It is an important message, notably in the context of the imminent expiry dates of the ten-year Partnership and Cooperation Agreements. In the case of Georgia, the document will be valid until 2009. The Eastern

⁴Based on the Communication of the European Commission to the Council and European Parliament, of 11.04.2007.

Partnership proposal focuses on drafting new documents, that would serve as the framework for bilateral relations.

In terms of multilateral relations, the cooperation of Member States and eastern partners is planned to proceed on the basis of joint projects that are complementary in particular to cross-border programmes. The cooperation would cover the thematic areas indicated above.

The proposal was very-well received at the June summit of the Council of the EU, which, in September this year, asked the European Commission to prepare a communication on the issue. The communication is planned to be released already in December. It will represent the framework for the Eastern Partnership and a basis for further legislative work.⁵

⁵On the basis of information available on the web pages of the Polish Foreign Affairs Ministry: www.msz.gov.pl.

Chapter 3

European Neighbourhood and Partnership Instrument

European Neighbourhood and Partnership Instrument a financial instrument that implements the objectives of the neighbourhood policy. It is a new fund, launched in 2007 on the basis of Regulation No 1638/2006 of 26 October 2006. It replaces and extends the previous instruments: TACIS for Eastern Europe and South Caucasus and MEDA for countries of the Mediterranean.

Fund's budget and general implementation rules

The programming period, that is the life cycle of this instruments matches the financial perspective time horizon used by the European Union and is 7 years. Since the 80s, the EU budget planning process has been carried out in the form of seven-year financial perspectives. All new expenditure items must be determined in detail prior to the start date of the perspective. This also applies to introducing new funds or modifying old instruments. Prior to the start of each new period, political debates take place about funds and needs to be fulfilled in the near future. The present budget programming period began in 2007 and will continue until 2013. The first edition of the European Neighbourhood and Partnership instrument has been established for the period. If the fund produces the expected results, the second edition will be implemented from 2013. The joint ENPI budget adopted for the nearest period totals EUR 11.18bn.

An important operational principle for European funds is n+2 rule. "N" stands for the year to which budget funds and the programme for their utilisation, the so-called annual programme, are assigned. It follows from this formula, that the actual implementation and settlement of each programme takes additional two years. In the case of projects continuing for 12 months, the schedule of their implementation in individual years is typically the following: for instance, the first annual programme is drafted in 2007, incorporating detailed actions to which the funds from the 2007 tranche will be allocated. The annual programme must be approved by the European Commission which is the legal basis for individual competitions or calls for projects to be organised. This means in practice that, considering administrative procedures, a project under the annual programme for 2007 is implemented in 2008. The settlement of the annual programme, that is the evaluation of results of all projects, reporting and financial settlement for 2007 takes place in 2009. Thus, the 2007 annual programme is closed exactly 2 years later, that is in 2009. The same will happen in the last year of the period, that is 2013, where projects will be implemented in 2014 and settled still in 2015. As a result, the final settlement of projects and closing of the programme's accounts for this financial perspective may continue until 2015. This rule necessitates timely completion of projects, since funds which were not used before the deadline must be returned.

Distribution of funds under the European Neighbourhood and Partnership Instrument

The European Neighbourhood and Partnership Instrument is divided into three sections. The first focuses on financial support for national Action Plans, on the basis of the agreed documents and jointly drafted priorities. The second finances cross-border cooperation projects between specific states, based on predetermined geographical areas. Part three is general in scope and available to beneficiaries from all neighbouring states, on the basis of open competitions announced by the European Commission in Brussels. Each part is implemented on the basis of separate documents and by different institutions.

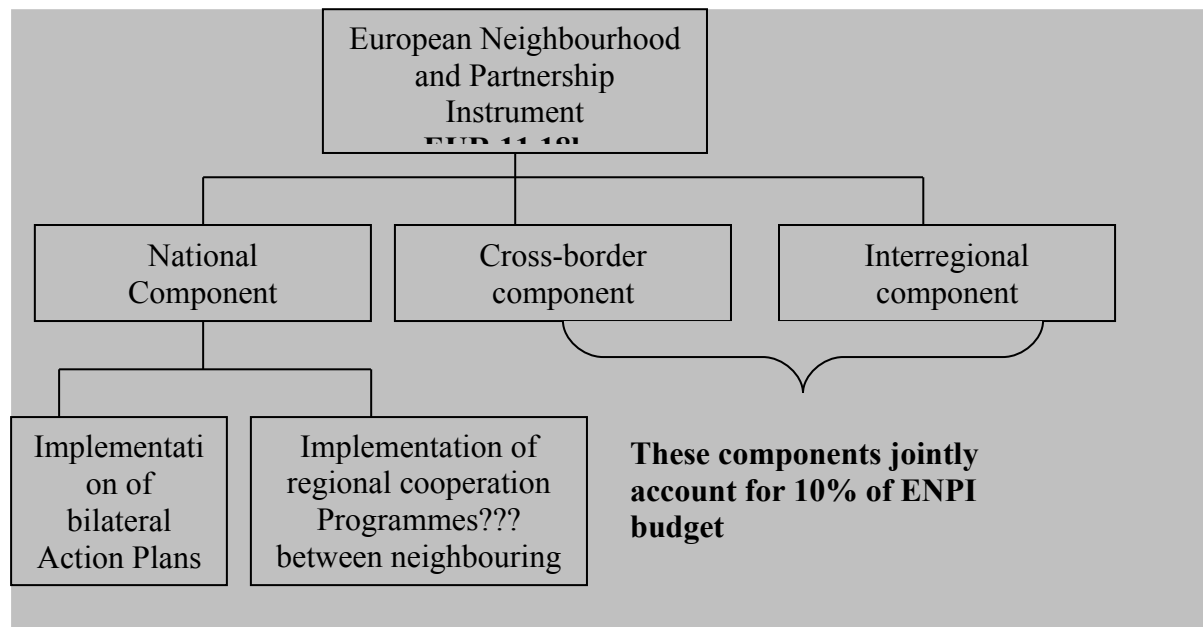


Chart by: author

3.1 National component

It co-finances national actions under the Country Strategy Paper adopted for the years 2007-2013, implemented in two sub-periods through the National Indicative Programme. These actions are to be the contents of the strategies adopted by each country in their Action Plans.

Actions under the component also cover co-financing of the initiatives undertaken in a geographical area, i.e. regional projects, where parties are at least two partner countries covered by the European Neighbourhood Policy. Actions of this type are classified into three main programmes: ENPI Eastern Region, ENPI Southern Region and the Inter-Regional Programme for the East and South. Programming documents on inter-regional cooperation have a similar structure to national programmes.

The implementation of this component relies on the following documents, classified below according to the level of detail:

- General strategic documents for the entire implementation period 2007-2013; covering National Strategic Programmes and Regional Strategic Programmes;
- More specific Indicative Programmes, drafted for two periods, 2007-2009 and 2010-2013; covering National Indicative Programmes and Regional Indicative Programme;
- Detailed Annual Programmes for each year of the programming period

The first component represents the main thread of EU support for the neighbour states and is the primary method of implementation of the European Neighbourhood Policy. 90% of the ENPI budget is spent on this component. The method of implementation is discussed in greater detail in Chapter 4 on the example of funds available to Georgia.

3.2 Cross-border component

It co-finances cross-border cooperation actions and covers regions of countries neighbouring the EU. Under this component, two types of programmes are implemented, depending of the type of land or sea border. 15 cross-border operational programmes are active under ENPI.

The cross-border component of the European Neighbourhood and Partnership Instrument is unique. Firstly, the programme are targeted primarily at local and regional authorities, as well as other local actors, including non-governmental organisations, etc. Secondly, the beneficiaries are both neighbouring states and member states that are their neighbours.⁶ Therefore, operational programmes are co-financed under two separate funds implementing two EU policies. European Neighbourhood Policy and Regional Policy (covering only EU regions). Funds for member states are available under the Interreg IV A programme, as European Territorial Cooperation. Funds for the neighbouring states are available under ENPI. Operational programmes are drafted by EU Member States in cooperation with their neighbouring states. Each programme is managed by the Joint Managing Authority, competent for a given programme. The seat of the Managing Authority is always located in a EU Member State. A detailed list of Cross-Border Programmes and their corresponding Managing Authorities is provided in Annex 1.

The total of EUR 1.118bn has been allocated to this ENPI component, consisting of 15 Cross-Border Programmes, for the period 2007-2013.

In general, cross-border cooperation seeks to pursue 4 primary objectives:

- promote socio-economic development;
- respond to common challenges, e.g. in environmental protection;
- ensure efficiency and security of borders;
- promote cooperation between citizens of the states.

The majority of operational programmes were approved as late as in the second half of 2008. The first expressions of interest/calls for projects will be organised at the turn of 2009. It should also be remembered that the cross-border cooperation instruments already has a long history. It was preceded by such programmes as Interreg (for the EU members), Phare CBS, or TACIS (for the neighbouring states). There is plenty of experience that can be used for the implementation of this component.

The method of implementation is discussed in greater detail in Chapter 4 on the example of funds available to Georgia under the Black Sea Programme.

⁶The rule with other components is that beneficiaries (that is those who benefit from the project) are the neighbouring states.

Chapter 4

Interregional ENPI component

It co-finances actions focusing on inter-regional cooperation; under this component, cooperation with any other EU Member State is also provided for. Similarly to the cross-border component, it supplements the National Strategies implemented under component one. Relatively limited funds were allocated to this component as compared against the total budget of the Instrument. The total pool is approx. EUR 523.9m (for the years 2007-2010).

This component is implemented under the Interregional Programme of the European Neighbourhood and Partnership Instrument. The legal framework for the programme is provided by the ENPI Interregional Programme Strategy Paper 2007-2013 and Indicative Programme 2007-2010. Various institutions are responsible for its implementation, depending on the specific Priority, or even programme. Management of this component is the most centralised and usually takes place at the European Commission level.

ENPI INTERREGIONAL COMPONENT for the years 2007-2010			
No	Priority	Activity	Activity budget - €m
1	Promoting reform through European advice and expertise	1.1 TAIEX Programme	40
		1.2 SIGMA Programme	
2	Promoting student mobility	2.1 TEMPUS IV Programme	208.6
		2.2 ERASMUS MUNDUS Programme	
3	Promoting cooperation between local actors in the EU and partner countries.	CIUDAD Programme	14.3
4	Promoting implementation of the European Neighbourhood Policy and the Strategic Partnership with Russia		Depending on the progress
5	Promoting investment projects in the neighbouring countries	Neighbourhood Investment Facility	250

Prepared by: author

4.1. Priority 1: Promoting reform through European advice and expertise

The programmes presented below generally provide for expert advice from EU member states to the neighbouring countries. One of the differences between individual programmes proposed under this priority is the project duration. Projects implemented under Taiex are short-term, under Sigma - mid-term, and twinning projects are of long-term nature. Local or regional governments can participate in Taiex and Twinning programmes. Although the principles governing these programmes primarily relate to the implementation of laws and reforms similar to the European model, projects based on "good practices" are also allowed.⁷ Taiex and Sigma programmes are financed from the allocation to this component. The Twinning programme budget is contained in the national component for Georgia under its annual programme. However, owing to its similar formula, it is discussed as part of these programmes.

4.1.1 TAIEX Programme

Taix is a very flexible and relatively simple instrument managed by the Directorate-General Enlargement of the European Commission. It helps partner countries to approximate, apply and enforce legislation compliant with the EU standards. Taiex is an instrument launched on an ad-hoc nature. It contributes to the delivery, in a short period, of expertise tailored to the conditions and needs of its recipients, to solve a specific problem. Unlike other instruments under this priority, Taiex already is implemented in Georgia. The first projects were implemented in 2006. Thus far, Georgia has implemented 10 projects under Taiex.

Programme objectives:

enhance public administration, approximate legislation to EU standards, support the implementation of the European Neighbourhood Policy (ENP), in particular Action Plans, by delivering tailor-made advice based on European experience, identification of potential areas of cooperation under longer and more extensive Twinning projects, enhancement of networking cooperation between the neighbouring states and EU member states.

Key programme tasks:

- provide short-term technical assistance and advice on the transposition of EU legislation into the national legislation of beneficiary countries and on the subsequent administration, implementation and enforcement of such legislation.
- provide technical training and peer assistance to partners and stakeholders of the partner countries (so-called actors).
- to be an information broker, by gathering and making available information.
- provide database tools for facilitating and monitoring the approximation progress as well as to identify further technical assistance needs.

⁷ Good and best practices are proven actions that are functioning in other countries, producing good results. They may relate to various domains and problems.

Beneficiaries:⁸

Assistance under Taiex covers both public and private sectors that play an important role in transposing, implementing and enforcing the legislation. TAIEX does not provide direct support to natural persons or individual companies. The primary target groups are:

- Civil servants working in public administrations at national and sub-national level and in associations of local authorities;
- The Judiciary and the Law Enforcement authorities;
- Members of Parliaments and civil servants working in Parliaments and Legislative Councils;
- Professional and commercial associations representing social partners; trade unions and employers' associations;
- Interpreters, revisers and translators of legislative texts.

How to submit projects?

Projects are financed in 100% by the EU. The European Commission does not provide specific deadlines for submitting the applications. This means that projects are accepted continuously. The procedures are simplified to the maximum. Annex 2 contains three application forms to be used for, respectively: expertise, study visits and workshops. Projects should be notified to the Programme Administration Office (PAO). This institution is established in every country. In Georgia, it is part of the Ministry for European and Trans-Atlantic Integration. The projects may also be submitted to the European Commission's Delegation to Georgia for approval. If the project is in line with the programme's priorities and does not match other assistance programmes, EC Delegation and PAO assist the beneficiary in filling out the application and, in a trilateral collaboration, develop the final project. After approval, the project is sent to the Directorate-General- EuropeAid Office of the European Commission in Brussels, which takes the final decision on the financing. EuropeAid Office then organises calls for applications from experts, that is for shortlisting experts to implement the project notified by the beneficiary. Experts from all 27 Member States of the EU may compete on equal terms in the procedure. The best application is selected. Experts that the beneficiary would like to work with should not be specified upfront. This may result in the exclusion of the proposed experts from the competition organised by the Commission. The European Commission, EuropeAid Office and EC Delegation in Georgia provide ongoing advice on expert search and drafting applications.

[https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2)

[ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2)

The programme provides for three types of applications for the following actions:

1. Request for expertise

⁸Countries covered by Taiex assistance are the following: (1) Initial post-accession years: Czech Republic, Estonia, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Slovakia, Slovenia, (2) Bulgaria, Romania; (3) candidate countries: Croatia, Former Yugoslav Republic of Macedonia, Turkey; (3) Turkish Cypriot community in the northern part of Cyprus; (4) Western Balkans: Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo (as defined in the UN Security Council Resolution 1244 of 10 June 1999); (5) countries covered by the European Neighbourhood Policy: Algeria, Armenia, Azerbaijan, Belarus, Egypt, **Georgia**, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestine Authority, Syria, Tunisia, Ukraine and Russia.

Expert will go to member states to deliver advice on legal acts and interpretation of *acquis communautaire*, or to provide advice on administrative improvements, their implementation and enforcement.

The mission of experts to the country that receives such assistance under a given project may last up to 5 days. It should contribute to the receipt of advice on legislative projects and/or improved operation of the administration, advice on legal acts and their implementation, better understanding of the EU legal system and dissemination of good practices.

2. Request for study visit

Study visits to EU member states are to offer to representatives of administration of the countries-beneficiaries of the programme a chance to familiarise themselves with the way in which Member States solve practical problems related to the implementation and enforcement of *acquis* laws, as well as to the collaboration with the various entities on specific areas of cooperation. The visit should last up to 5 days, and the delegation should consist of no more than 3 representatives of the beneficiary country.

3. Request for workshop

Workshops should take place in countries-beneficiaries of the assistance, i.e. also in Georgia, and should last up to 2 days. The objective of the workshops should be to present and explain UE legal standards to a broader audience from that country, as well as from other countries, if the topic touches upon issues of common interest.

Expected results:

Effective advice to partner countries in order to support the implementation of Action Plans under the European Neighbourhood Policy, provision of updated information on the laws and policies of the EU by experts from Member States, better understanding of the European legal legacy and European standards, enhanced cooperation with a view to improved cohesion of legal regulations and their approximation to the EU standards in order to achieve higher standards, dissemination of updated information through Taix Programme databases and the Internet site of the programme.

Projects implemented under TAIEX in Georgia:

- 1) **2 October 2006 (Tbilisi)** Seminar on the Dialogue and Common Activities between the OIE (World Organisation for animal health) Member Countries of the European Union and other OIE Member Countries of the OIE Regional Commission for Europe
- 2) **29 March 2007 (Tbilisi)** International Conference on: "The South Caucasus Facing Global Challenges: Drug Trafficking and International Terrorism"
- 3) **4 June 2007 (Tbilisi)** Workshop on Obsolete Pesticides
- 4) **22 October 2007 (Tbilisi)** Expert Mission on Sustainable Land Management
- 5) **17 December 2007 (Tbilisi)** Arbitration – dispute resolution mechanism in Georgia and Europe
- 6) **03 March 2008 (Tbilisi)** Expert Mission on Animal Identification and Registration System
- 7) **9 June 2008 (Tbilisi)** Expert mission in the field of civil aviation
- 8) **25 June 2008 (Tbilisi)** Workshop on Mobility Issues
- 9) **26 June 2008 (Batumi)** Workshop on efficient border management system
- 10) **22 July 2008 (Tbilisi)** Expertise on Effective implementation of the Bologna process reforms⁹

⁹Source: www.taix.ec.europa.eu

4.1.2. SIGMA programme

The purpose of the Sigma Programme is to enhance public administration in the EU neighbouring states in order to improve the economic situation and political freedoms, and to enhance economic integration and political cooperation between the EU and its neighbours. The Sigma Programme is available to Georgia from June 2008. Thus far, no project under the programme has been implemented in Georgia. The presentations of the principles below is based on the implementation of Sigma thus far in other states.

The SIGMA programme supports partner countries in their administration management improvement effort, assists in the process of institutional enhancement as well as in the establishment of the appropriate legal framework. The management of the SIGMA Programme is jointly coordinated by the Directorate-General, EuropeAid Office of the European Commission and OECD (Organisation for Economic Co-operation and Development). The Programme is financed by the EU.¹⁰

Beneficiaries:

Currently, Sigma supports two new EU member states: Bulgaria and Romania, candidate countries, potential candidates for EU membership from Western Balkans and, from June 2008, also EU neighbouring countries, including Georgia.

Key programme tasks:

- Evaluation of reform progress and identification of areas requiring reform;
- Evaluation of progress with increasing institutional capabilities and legal framework establishment;
- Facilitating access to EU assistance funds as well as other sources of funds by helping to develop projects and implement Action Plans.

Perhaps the latter, that is help with developing projects, will turn out to be a potential way to utilise the funds of the programme by self-governments. Below, the programme's achievements thus far are presented.

Sigma supports reform processes in 9 priority areas:

1. **Design and implementation of reform:** design of strategic reforms of public administration, assistance with establishing structures capable of implementing and monitoring the necessary national reforms. Typically, the following projects are implemented in this priority area: analysis of the current state, assessment of development needs, advice on strengthening policy formulation capacities, and assistance in applying principles and meeting standards set in the European Administrative Space.
2. **External audit:** support in building and strengthening supreme audit institutions in compliance with auditing standards and European good practices.
3. **Financial control:** support for the development of internal financial control systems in the sector of public finance, assistance with establishing systems and procedures, analysis of the gap between current practices of control and audit and the existing laws. Drafting and re-drafting amended legislation, covering: preparation of strategic plans, finance management and audit and control systems within budget spending-units, central

¹⁰Source: website of the Managing Authority for the Programme, that is OECD

functions to harmonise methodologies on internal control and internal audit, internal audit, risk management, financial control over public administration at central and local level budget control and accounting.

4. **Legal framework, civil service and justice:** studies in the area of conflict of interest management in the public sector, organisation of public administration at the central level, assessment of impact of "agencification" on governance structures, public funds control, assessment of responsiveness of the government to the expectations of citizens, sustainability of reformed civil services, evaluation of long-term effectiveness of EU support to civil service reform, exchange of information at international conferences on e.g. quality management in the public sector, remuneration systems for civil servants and salary reform, building a professional civil service, etc.
5. **Policy-making and co-ordination:** strengthening policy-making and strategic capabilities and setting up co-ordination mechanisms at the central level. Activities in this area aim to ensure coherence among sectoral policies of ministries.
6. **Public expenditure management:** expertise in public expenditure management in two main areas: budget and resource allocation and treasury. Specific areas are the following: budgetary development and analysis, medium-term budgetary framework, budget development systems, budget execution, IT support for budget execution, government accounting systems, cash management, debt management.
7. **Public integrity systems:** building public integrity systems that support good governance and resist corruption, developing ethical conduct models in the public sector, in both systemic and personal capacities, comparative research on the conflict of interest. The studies are used to develop national anti-corruption strategies and were presented as workshops in individual countries;
8. **Public procurement:** analysis of national public procurement systems and their approximation to the EU standards, proposals for reforms, provision of legal expertise and advice at the central level, enhancing institutional capabilities, organisation of conferences, workshops and training for participants from the various countries.
9. **Better regulation in the public sector:** streamlining regulations in the sector, cooperation with decision makers and practitioners from the partner countries' administration in line with individual needs.

Support methods:

- Advice on reform, establishment and implementation of strategic development plans;
- analysis and evaluation of legal regulations, methodologies, systems and institutions;
- methodological, technical and strategic contribution in the optimisation of assistance offered by the European Commission;
- Support for cooperation networks;
- manuals and other publications;
- training.

Owing to a very early stage of the programme implementation, no calls for projects have been organised yet. It should be expected that the procedure will also be coordinated by the EC Delegation in Georgia.

4.1.3. Twinning Programme

Twinning is another initiative the purpose of which is to help to obtain competence and experience required to implement the Community laws. It is however possible to receive

more flexible support in the area of good practices, similarly to the Taiex programme. The initiative seeks to combine both components: expertise from the public sector and enhancement of activities that develop international cooperation. It should contribute to the achievement of specific results of implementation of the Action Plan provisions at the operational level. The rule of the thumb should be that a twinning project should solve systemic problems.

The budget of the Twinning programme is part of the national component. According to the its 2007 Annual Programme, Georgia is authorised to use the pool of EUR 4m. The 2008 programme stipulates the increase in the amount to EUR 4.8m. As argued by the European Commission, this constitutes sufficient funding which does not exceed the needs reported by the beneficiaries.

The European Commission relies on the will to cooperate and administrative experience of the member states, whose task is to identify central or local-level experts, or other public sector organisations. The project follow the pattern of delegating at least one expert from a member state to as a full-time worker of the administration of the country benefiting from the assistance. The expert is then called the Resident Twinning Advisor of the Twinning Programme, but he or she must previously be accredited by the European Commission. The expert should remain in the country covered by the neighbourhood policy for a period of at least 12 months, without breaks. Next to the resident, a given project must also be coordinated by the administration of the member state that helps to implement the project, that is from the country of the resident. The project coordinator should be a high-class expert who will be able to deliver the results stipulated under the project. The coordinator should work for the member state's administration, and spend a portion of their time to the project coordination. The project leader from the member state should devote at least 3 days in a week to the project, including visits to the beneficiary country at least every three weeks.

The project may stipulate additional actions to be performed by the institutions involved, e.g. workshops, training, expert missions or advice.¹¹ The project must also contain a concept of the results to be produced by the project. Partners of the projects commit themselves to joint work towards the objectives set, which should be measurable and reasonably precise. The project should cover areas specified in the documents, and its components should be consistent. It should be based on the cooperation of both institutions involved. The organisation in the partner state must be capable of implementing the project in terms of its status, functioning and ability to introduce the change required by the project. The beneficiary country under the project retains full right to its results.

Next to the pursuit of objectives contained in bilateral arrangements between the neighbouring state and the EU¹², twinning should also contribute to the drafting of structural reforms or successful implementation of good practices. At the end of the project, the newly design system should be self-sufficient and operate in a given country. It should also incorporate certain elements leading to the introduction of the EU legislation. However, it is more about the approximation of the legal system of the state-recipient of the assistance rather than full integration of the legal systems¹³.

Local partners may also take part in the twinning project, although they must represents units of public administration capable of undertaking such cooperation with an organisation in the

¹¹Source: http://ec.europa.eu/europeaid/where/neighbourhood/overview/twinning_en.htm

¹²Partnership and Co-operation/Association Agreement, EU-Beneficiary Country and the European Neighbourhood Policy (ENP), Action Plan and National Indicative Programme (NIP)

¹³Full integration of legal systems only applies to EU candidate countries.

neighbouring state, demonstrating a "twin" structure and functions. The beneficiary must on the other hand guarantee the capability to adapt and implement the proposed amendments or system improvements.

Programme management

The entity responsible for the Twinning programme is the Programme Administration Office (PAO). This institution is established in every country. In Georgia, it is part of the Ministry for European and Trans-Atlantic Integration. In the member states, National Contact Points are responsible for monitoring calls for projects and forwarding them to the appropriate institutions. In general, the application submission and preparation process is very similar to that used for the Taiex programme. Twinning projects are, however, much more complex and often require expert support already at the stage of project fiche drafting.

How to submit projects?

Projects are financed in 100% by the EU. Projects are financed by the European Commission, whereas the beneficiary country should support the project implementation by assigning to it human resources, offices, facilities to hold training sessions or conferences, as well as by providing translation and interpretation. The procedure for project consultation with the Commission's Delegation, PAO and further submission of the project to the EuropAid Office in Brussels are identical to those for Taiex projects. The beneficiary may, however, count on greater support in establishing project principles already at the preparation stage, jointly with employing experts in a given field. Applications and procedures applicable to the programme are contained in the manual "Common Twinning Manual", available on the webpage:

http://ec.europa.eu/enlargement/pdf/financial_assistance/institution_building/final_version_of_the_manual_060707.pdf

Annex 3 presents an example project that will be implemented under the programme in Georgia. The annex contains documents that were published on the web pages of the European Commission as invitations to submit project by European experts.

In 2007, the Twinning Programme funds were allocated to implement three or four projects. This means that an average budget project is at over one million euro.

What are "good practices"?

"Good practices" are innovative projects that have been successfully implemented in municipalities and regions. They provide solutions to specific problems and produce specific, positive results. Their important cannot be overestimated, as it is possible to transfer the solutions used to other regions or countries. In an effective way, they utilise resources and may be applied in various organisations. Good practices must be efficient, effective and universal. They offer the opportunity to use long experience of organisations and experts, based on international standards.

Useful contacts:

Roman Kakulia (Programme Administration Office-PAO)
Office of State Minister of Georgia on European and Euro-Atlantic Integration
Kandelaki Str. 63-Apt.17
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4.2 Priority Two: Promoting higher education and student mobility

The improvement of the level of education and increasing student mobility between the neighbouring countries and the EU is an important element of the Interregional Programme. The focus is on personal contacts, in the so-called people to people area. It is therefore the student and researcher mobility programme that vitally contributes to the implementation of these principles. Both programmes are in practice targeted at academic institutions.

4.2.1 Support for institutional cooperation among universities -Tempus IV Programme

The purpose of this programme is to modernise and enhance higher education through cooperation with universities in the European Union. The instrument that implements these tasks is the Tempus programme. The present, fourth edition covers the years 2007-2013. The programme has been implemented already since 1990, but Georgia has been participating since 1996. A detailed list of projects implemented thus far in Georgia is available on the webpage:

<http://ec.europa.eu/education/programmes/tempus/countries/projects/georgia.pdf>

Detailed objectives of the programme are classified into three groups:

Group1. Curricular reform: a three-tier system of studies, introduction of ECTS system¹⁴ and recognisability of diplomas, curricular reform (only in selected academic areas);

Group2. Governance reform: reforming the university governance, reforming student support system, introduction of quality assurance systems, introduction of financial autonomy of the university, ensuring equal and free access to education at the tertiary level, developing international cooperation;

Group 3 Higher education and society: courses for trainers from the non-academic sector, developing cooperation with enterprises, enhancing mutual links in the "knowledge triangle" - education, research and innovation; establishment of qualification structures.

Beneficiaries:

Beneficiaries of the Tempus programme, that is parties that benefit from the programme implementations, are institutions in the partner countries. EU member states hold the stakeholder status under the programme. Among entities eligible to participate in the programme there are:

- state-recognised universities from the EU and partner countries;
- associations and networks/consortia of universities;
- National authorities (ministries, central and regional agencies);
- National and international associations/conferences of rectors, teachers and students;

¹⁴ECTS is a European system of credits awarded students for passing exams on specific subjects.

- Non-governmental organisations;
- state-owned and private enterprises.

The projects must provide for the share of an institution from a single partner country only (***national projects***) or **stake by institutions from multiple countries multi-country projects**. **If the scope of the project is national only, then it should bring together at least 6 partners.** In the case of Georgia and other neighbouring countries, these should be at least three academic or non-academic universities. If the project is implemented as a international partnership, the consortium should bring together at least 5 partners, including at least one university from a neighbouring country, and two universities from two different EU member states.

What projects can be submitted?

Under Tempus two types of projects are implemented:

- Joint projects from one of the following four areas: curricular reform, governance reform, higher education and society, thematic networks.
- Structural and supplementary measures from one of the following two areas: improved university governance, higher education and society. These projects should relate to systemic change.¹⁵

Tempus IV does not provide for individual scholarships or research project funding. The short-term mobility of students and employees will, in justified cases, authorised in the projects under the programme. The first call for proposals for 2007 was held in early 2008. The pool of funds provided for the projects totalled EUR 55.55m. For ENPI's Region East, EUR 11m was earmarked in total. Georgia may use up to 3% of the total pool. The minimum co-financing for partner countries is EUR 500,000 and maximum EUR 1,5m. The maximum project duration is 36 months, however, in special cases and at the request of the beneficiary, the project may be extended by another 12-month period. The documents that should be submitted when applying for co-financing can be found on the web page:

http://ec.europa.eu/education/programmes/tempus/call08_en.html,

where the previous call for proposals was also published.

Useful contacts:

Tamara Tsulukidze
 National Tempus Office
 5a , J. Nikoladze street, VI entrance, 110 apartment , Tbilisi 0179 Georgia
 tel: 99532 23 54 23, fax: 99532 95 61 66, mobile: 99599 56 5115
 e-mail: TIP.Georgia@caucasus.net

4.2.2 Promoting academic mobility - Erasmus Mundus Programme

The mobility of students, including PhD students, academic staff, etc. is promoted through the programme Erasmus Mundus External Cooperation Window. Erasmus Mundus seeks to enhance cooperation between universities, including the quality improvement of academic curricula, as well as attract the best foreign students to come to Europe. The objective of the programme is by no means a brain drain, rather, it seeks to increase the level of expertise and exchange best practices with partner countries. In addition, the establishment of a grant programme, with balanced share of women and men serves the purpose of mutual

¹⁵Based on: www.tempus.org.pl

understanding, increasing the employment rate among students in their home country, and the enhancement of capabilities of partner institutions as well as links between the European Union and partner countries - higher education institutions. Currently, work is under way on the new programme for the years 2009-2013. The second phase of the programme Erasmus Mundus II (2009-2013) will be implemented through three actions: 1. Erasmus Mundus Masters courses and doctorate courses, 2. Erasmus Mundus partnership programme. 3. Publicity and information actions promoting European higher education. In addition, grants for students will increase and access to visas will be facilitated.¹⁶

Expected results:

- establishment of the system of exchanges between higher education institutions from partner countries, starting from the academic year 2007/2008;
- 1000 grants starting from 2009 are awarded based on transparent rules;
- students returning to their home regions, proving their capabilities to find employment and demonstrating understanding for Europe;
- establishment and enhancement of institutional links between higher education institutions, which may support their joint participation in the 7th Framework Programme.

Outline of the programme:

The proposed programme of grants depends on the current needs of higher education in the partner countries and the European Union. The programme stipulates the establishment of links between the universities involved, which facilitates the programme's implementation and will contribute to the sustainability of the results. The programme is open for undergraduate, master and doctorate students from the partner countries and also provides for teacher exchange. The criterion of eligibility is academic achievements. The grant programme is designed so that the participating students come back to their countries. A transparent selection process will be established. The most important criterion for grant award will be academic achievements. Other factors will also be considered, such as geographical location, gender equality, representation of disadvantaged groups or national minorities. The grant amount will be sufficient to cover the difference in the cost of living. In general, prior to obtaining their Master's degree, students may apply for a scholarship visit for 6 to 10 months. Doctoral students and academic staff may apply for longer stays, up to 34 months. Large academic cooperation projects are submitted by partnerships of universities. In 2006, the programme covered 24 countries. Co-financing was obtained by nine projects, in which 170 universities participated, allowing over 1800 students and academic staff members to benefit from scholarship visits in the academic year 2007/2008. The funds of the programme are divided by geographical areas. Georgia, Armenia and Azerbaijan participated in this edition, and the co-financing cap totalled EUR 2.7m. As a result, 3 Georgian universities participate in the exchange programme with the universities in France, Italy, Bulgaria, Greece, Portugal and Lithuania. 48 students from Georgia will participate in the programme. A detailed list of partners is available on the web page: http://eacea.ec.europa.eu/extcoop/results/documents/partners_05.pdf

Programme management:

¹⁶ Source: Marielle de Sarnez (ALDE,FR) Report on Erasmus Mundus Programme (2009 - 2013)

The programme management has been entrusted to the European Education, Audiovisual and Culture Executive Agency. The seat of the agency is in Brussels. Calls for proposals addressed to universities can be found on the Agency's website:

<http://eacea.ec.europa.eu/extcoop/call/index.htm>

4.3 Priority Three: Promoting cooperation between local actors in the EU and partner countries.

Priority Three will be pursued through a new programme: Cooperation in Urban Development and Dialogue (CIUDAD).

It seeks to promote cooperation between local and regional authorities of 17 partner countries covered by the European Neighbourhood Policy, as well as local and regional authorities in Member States. The objective of the programme will be to promote good administration and sustainable urban development. CIUDAD programme is based on the experience from the previous programmes. MED'ACT i MED'PACT, MED'URBS in the case of Mediterranean countries, and TCAS, IBPP and Tacis-City Twinning Programme in Eastern Europe and South Caucasus.

The programme will support grassroot initiatives to develop partnership between local and regional authorities, notably medium-level, and between cities. The actions should target the transfer of knowledge and experience, with particular focus on democratic governance methods, in particular the support for the decentralisation, as well as sustainable economic, social and cultural development, as well as environmental protection. Under priority 3, cooperation in three thematic areas will be implemented:

Sustainable environment and energy efficiency:

This thematic area will support the transfer of the experience of the EU local authorities as regards modernisation of basic services, e.g. water supply, sewage and solid waste management.

Sustainable economic growth and reduction of social inequalities:

Under this thematic area, focus will be on solving sensitive socio-economic problems that emerge in urban areas, e.g.: high unemployment rate, concentration of immigrant populations in specific urban districts, or poor public service standards. Decreasing the population of persons threatened with social exclusion and greater cohesion among individual communities are examples of areas where local authorities of the EU countries could share their experience, demonstrating strategies that have been successfully employed, or failed.

Good governance and sustainable spatial planning:

Under this thematic area, the main focus will be on the dynamics of urbanisation processes in the neighbouring states, e.g. mass outflow of rural population in the countries of the southern geographical area of ENP, or post-industrial transformation in the eastern neighbours, resulting in inequalities and tension. Local authorities of those countries need to design new concepts regarding the spatial planning parameters, as well as procedures to find a compromise for the divergent interests.

Projects submitted under the above thematic areas must relate to the issues referred to above, and be fully compliant with national, regional and local strategies and priorities.

Beneficiaries:

Beneficiaries of the programme are local and regional authorities in the neighbouring states, and the local or regional authorities of the EU countries have a stakeholder status¹⁷. The difference is in the fact that the benefits from the project remain with the countries covered by the ENP. Three types of partnerships will be considered: South-South (i.e. local/regional authorities from at least two neighbouring countries from the Mediterranean region, with authorities of any EU country as a stakeholder), East-East (similarly, two local/regional partners from Eastern Europe and South Caucasus, and one from any EU member state) and mixed partnerships: East-South, based on similar principles.

Civil society organisations, including non-governmental organisations and private companies may also participate in the programme. In addition, public and private consulting institutions that deliver expertise to local and regional authorities, notably in the area of economy, but also technical, institutional and project management expertise, will also be eligible to participate in the programme. Public companies are also authorised to participate in the programme, in particular those operating in the private sector. Their role in delivering services to local authorities has been on the constant rise. The programme should also take into account the key role of the society, and social consultations should be raised to the status of an important aspect of public governance at the local level.

How to submit projects?

Projects submitted under this programme should result from current needs and problems that local authorities in the neighbouring countries are facing. Therefore, they will be submitted and implemented by such authorities directly. The call for proposals will be organised by the European Commission, EuropAid Office. The call for projects will be published in early November 2008 on the web page:

[https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2)

[ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&nbPubliList=25&page=2)

The published call will also contain all documents detailing the rules of submission of the application for co-financing and participation in the programme¹⁸. Under this call, the total of EUR 14m will be spent. The European Commission expects that countries from the southern geographical region will receive some 8m, whereas countries of Eastern Europe and South Caucasus will receive approx. EUR 6m in co-financing. The duration of the project, from the signature of the grant agreement, will be from 3 to 4 years. Therefore, it is the only possibility to use the CIUDAD programme funding during this financial perspective (by 2013) The maximum co-financing rate is 80% of the total budget. In justified cases, specified in art. 252 concerning the Implementing Rules of the Financial Regulation, full co-financing may be awarded, i.e. representing 100% of the total budget of the project. As a rule, the following types of expenditure will be considered as eligible costs: technical assistance (training, study visits, short-term missions of experts, workshops, etc.), purchase of equipment and works, but to the extent required to implement the project, specific number of visits by experts from the EU local and regional authorities, which should relate to themes

¹⁷Local or regional authorities of the EU states participate in the programme with a view to pursuing the objectives of social solidarity, and establishing political and commercial links with countries covered by the ENP.

¹⁸General rules for submission of applications and implementation of projects are contained in the manual: „**Practical Guide to contract procedures for EC external actions**”. The manual is used for the majority of external aid programmes. In particular, the manual prepared for grant projects should be used. It is available on the pages: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm

corresponding to the CIUDAD Programme, but not overlapping with the subject of the project implemented.

Funds available under the programme will be divided into two groups, based on the form of the implemented actions¹⁹:

- **Grant projects** dedicated to solving specific problems or resulting from current needs, selected in the call for proposals procedure, specified in the relevant publication of the call. Projects, their beneficiaries and co-financing rate has been discussed above. The co-financing budget for this type of help is EUR 11m.
- **Supporting mechanism** that is a group of services delivered on the basis of direct contracts concluded by the European Commission with the service provider. It is to achieve three objectives: a) technical assistance for grant holders, e.g. website design, thematic seminars; b) project implementation monitoring, allowing an overview of the entire programme; c) ensuring visibility for EC actions and dissemination of project results, notably by employing the existing cooperation networks between urban areas and regions. EUR 3m will be allocated to this action.

It is most likely that the day-to-day management of the selected projects in the course of their implementation will be performed by the European Commission's Delegations to countries from which beneficiaries of the awarded funding come.

4.4 Priority Four: Promoting implementation of the European Neighbourhood Policy and the Strategic Partnership with Russia

The purpose of this priority is to implement the neighbourhood policy and the Strategic Partnership with Russia in an effective and efficient manner. The focus will be on the improvement of mutual understanding between the EU citizens and partner countries' citizens.

Expected results:

- effective action at the interregional level that supports ENP objectives;
- information about and promotion of ENP at the interregional level.

In the period in which the Indicative Programmes apply, initiatives at the interregional level will be supported that contribute to the implementation of ENP and Strategic Partnership with Russia. This means a possibility to proceed with projects that implement, at the interregional level, some components of the Indicative Programmes.

These actions will also contribute to increased understanding of the EU policies among partner countries. The support may be granted to non-governmental organisations in order to carry out an information campaign raising the awareness of a given region in the EU, and greater awareness of the EU policy in a given region. These actions cover conferences, seminars, publications, information campaigns and exchanges. Thus far, the methodology and budget for this priority has not been specified in detail. This may be related to the fact that the publicity-information nature of these actions will be dependent on the progress with the implementation of the entire programme.

¹⁹ Source: Action Fiche for [ENPI REGION/URBAN DEVELOPMENT]; AIDCO/ (2008) D/7217

4.5 Priority five: Promoting investment projects in the neighbouring countries

Owing to the extent of the needs, the support for infrastructural projects in the neighbouring countries will be provided also under the Interregional Programme. Therefore, an additional programme was provided for, namely: the Neighbourhood Investment Facility (NIF), facilitating investment processes. The purpose of the programme is to upgrade sections of infrastructure that connect the EU countries with their neighbours. The projects will relate to infrastructure in the area of transport and energy. In addition, these actions are dedicated to common problems related to environment protection. As indicated by the analysis presented below, the funds required for the pursuit of infrastructural objectives are very substantial. The objective of the programme will be to stimulate investments in those areas.

Objectives:

- Infrastructural upgrade in the sector of energy and transport between the neighbouring countries themselves and between those countries and the EU;
- Minimisation of threats related to environmental pollution and climatic change;
- The support for socio-economic development and job creation in the SME and social sector.

Expected results:

- Improved infrastructural links;
- Smoother flow of passengers and goods in main transport corridors connecting the EU and neighbouring countries;
- Upgraded infrastructure in the energy sector;
- Reduction of population growth and economic development pressure on the environment;
- Reduction of energy consumption and greater share of renewable energy resources;
- cleaner environment;
- Development of SMEs in partner countries;
- Improved situation in selected social aspects.

Transport:

High Level Expert Group²⁰ in the area of Transeuropean networks decided on the extension of the network under the European systems, proposing five transnational axes and drafting a list of nearly 100 potential priority projects. The proposals await evaluation in order to be classified into one of the groups below:

- projects which may commence by 2010 and finish by 2020. This group comprises projects seeking to solve the most serious and burning infrastructural problems that adversely impact the environment or obstruct a smooth international traffic.
- long-term projects which may commence by 2020. This group comprises projects compliant with the traffic forecasts, or those the implementation of which does not result from any urgent needs.

The High Group estimated the cost of such projects at approx EUR 35bn. Two-thirds of the funds should be available before 2020.

²⁰ The group was established by the Commissioner for Transport in 2003. It seeks to set the priorities for the development of transport network by 2020.

Energy:

The energy sector requires infrastructural quality improvement and construction of subsequent gas and oil pipelines. It is estimated in the plan presented by the European Commission that the related investments will total some EUR 10bn

Environment:

The needs related to investments in the area of environmental improvement are also significant. The EU Water Initiative should be implemented as a priority. It is estimated that at least EUR 10bn to 12bn should be spent to improve access to drinking water in the region ENP East.

The Neighbourhood Investment Facility instrument will be also supported with funds coming directly from the Member States. The European Investment Bank and the European Bank for Reconstruction and Development will also be involved in the programme implementation. Co-financing for projects in the above areas will be provided in the form of grants, loans, guarantees, venture capital or technical assistance with preparing projects and feasibility studies. The budget of the programme will not be, in this specific case, divided into individual countries, and the adoption of the project for implementation will rely on its high quality.

Chapter 5

ENPI for Georgia

5.1 ENPI National Component

Under the national component, Georgia will receive, in the years 2007-2010, the allocation of over EUR 120.4 M. Under the National Indicative Programme, the allocation will be spent on funding the following priorities:

Priority areas	€m	%
1. Support for democratic development, rule of law and good governance	31.5	26%
2. Support for economic development and ENP Action Plan implementation	31.5	26%
3. Poverty reduction and social reforms	38.4	32%
4. Support for peaceful solving of internal conflicts	19.0	16%

This component is implemented on the basis of annual arrangements between the European Commission, represented by the EC Delegation to Georgia, and the Georgian government. The bulk of the funds is provided as direct budget transfers and is not subject to open competition procedures that apply to projects. These funds support priority reforms and are allocated by the Georgian government as public procurement.

In 2007, it was decided that actions under Priority Two would receive the support of EUR 24m. Support for economic development and ENP Action Plan implementation. The detailed breakdown of the pool of funds for this priority is as follows: public finance reform: EUR 16m, support for actions under the Twinning programme: EUR 4m, and rebuilding the economy and trust in Abkhazia: EUR 4m. Under the 2008 Annual Programme, adopted in July this year, EUR 28.8m will be spent on judiciary reform²¹.

Certain funds are planned to be provided to regional and local governments, however, at the present stage, no details are available. The draft annual programme, negotiated between the European Commission and the government, will be submitted next year, which means, in practice, that it should be implemented in 2010. It is very likely that the funds will also be distributed as direct budget transfers.

ENPI Region East- in the pool of funds for the implementation of the mainstream neighbourhood policy, that is national programmes, there also funds available to finance actions in a given geographical region. They enhance cooperation between the immediate neighbours of the region. Georgia, together with Ukraine, Belarus, Moldova, Armenia, Azerbaijan and Russia, is covered by the regional programme East. The programme provides for cooperation with five Central Asian republics, i.e. Kazakhstan, Kirgizstan, Tajikistan, Turkmenistan and Uzbekistan. Normally, Asian republics are not among countries that use the instrument that finances the neighbourhood policy. They use other funds, available under the external policy. The inclusion of Central Asian countries into common actions must therefore

²¹The current distribution of funds for the implementation of the 2008 Annual Programme, presented by the European Commission at the Donors Conference held on 22 October 2008, is detailed in chapter 5.3, page 42.

be justified, and therefore the majority of actions should take place in countries covered by the ENPI.

The rules of operation for ENPI East are similar to national programmes. Under the Regional Strategy for the years 2007-2013, a Regional Indicative Programme for the years 2007-2010 is established. The Indicative Programme is, in turn, the basis for drafting Annual Programmes.

The total budget pool for the implementation of ENPI Region East in the years 2007-2010 is EUR 223.5m. The assumption is that the programme will contribute to the achievement of objectives in five priority areas:

- 1) Networks: in particular transport, energy and cooperation of MSEs in the region (25% - 35% of the funds);
- 2) Environmental protection and forestation (25% - 35% of the funds);
- 3) Border and migration management, combating international organised crime, customs duties (20 - 30% of the funds);
- 4) People-to-people relations (10-15% of the funds);
- 5) Infantry mines, unexploded ordinance, light weaponry (5-10% of the funds).

Funds stipulated in the 2007 Annual Programme total EUR 56m. They will be spent on the implementation of two large projects in the area of transport, two large projects in the sector of energy, one forestry project in Russia, one project related to border management in Ukraine and Moldova, a project stipulating the destruction of ammunition and infantry mines in Belarus, as well as information and communication strategy (also financed from ENPI Region South funds). In addition, some EUR 5m will be available under the so-called General Allocation, which will be the pool for minor projects, depending on the situation and needs. These funds may be used e.g. to support project management, information actions, or organisation of meetings.

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For countries-leaders in the implementation of the reforms, and those that demonstrate the most significant progress with implementing Action Plans, the European Commission has launched **an additional fund, namely Governance Facility**, with a budget of EUR 300m for the years 2007-2013. Additional funds will be provided on the basis of annual progress reports on the implementation of the neighbourhood policy in each country. In 2007, additional funding was provided to Ukraine and Morocco.

5.2 Cross-border component

Among 15 cross-border programmes, Georgia is eligible to participate in only one operational programme covering the Black Sea Basin. All Georgian regions are eligible for participation in the programme. In addition, the following regions and countries are eligible:

- **in Bulgaria** the regions: Severoiztochen and Yugoiztochen,
- **in Greece** the regions: Kentriki Makedonia, Anatoliki Makedonia and Thraki
- **in Romania**: South-East region
- **in Russia**: Rostov Oblast, Krasnodar Krai and Adygea republic,

- **in Turkey** the regions: TR10 (İstanbul), TR21 (Tekirdağ, Edirne, Kırklareli), TR42 (Kocaeli, Sakarya, Düzce, Bolu, Yalova), TR81 (Zonguldak, Karabük, Bartın), TR82 (Kastamonu, Çankırı, Sinop), TR83 (Samsun, Tokat, Çorum, Amasya) and TR90 (Trabzon, Ordu, Giresun, Rize, Artvin, Gümüşhane),
- **in Ukraine**: Odessa, Mykolaiv, Kherson, Zaporosh'ye and Donetsk Oblasts, Crimea Republic and Sevastopol;
- similarly to Georgia, the programme will cover the entire territory of **Armenia, Azerbaijan and the Republic of Moldova**

Beneficiaries:

Beneficiaries of the programme are: local and regional administration, development agencies, NGOs active in: local development, environmental protection and conservation, cultural and social activities, associations of agricultural producers and fishermen, public agencies active in the fields of business promotion, research and higher education institutions and environmental protection agencies, educational and cultural institutions, etc. The type of the project participant depends primarily on the subject matter of a given priority of the programme. In each case, this must be an entity coming from the geographical region covered by the programme.

The project is put together and coordinated, in physical and financial terms, always by one partner, referred to as the Lead Partner. The lead partner signs an agreement with the Managing Authority for the programme on behalf of all partners, and represents them before MA. Thus, the lead partner is legally and financially responsible for the project completion. The lead partner is a direct beneficiary of the grant. The grant credits the account of his institution, and the lead partner distributes the amount among the partners, pursuant to a separate agreement concluded among them, in proportion to partners' tasks under the project. The partnership agreement must be attached to the grant application. It should also specify issues concerning the recovery of amounts unduly paid to partners (in the case of their non-performance of their part of the project), which secures the interest of the grant donor. The lead partner also checks whether the expenses incurred by partners were made to implement the project. The lead partner also employs an independent auditor, who checks whether the project has been completed in compliance with the provisions of the programme. The lead partner also contacts the Managing Authority in the course of the project, makes applications for subsequent payments²² and is responsible for the project reporting, that is drafting mid-term and final reports.

Partnerships formed for the purpose of projects should consist of representatives of neighbouring states and member states. Representatives of Turkey²³ may join the project on the condition that the projects brings together both EU member states and neighbouring states.

Budget of the Programme for the years 2007-2013 totals EUR 17.305M. The table below demonstrates an indicative²⁴ distribution of funds among the individual priorities.

²²Grant programmes provide that the Managing Authority pays to beneficiaries 50% of the grant at the beginning of the project, 25% on achieving a certain progress with the project, while the remaining 25% only after the project completion. This means that, at a certain point, both the beneficiary and the partners need to pay themselves for the work on the project, only to be reimbursed later.

²³ Eligibility rules for Turkey are detailed in the Instrument for Pre-Accession Assistance (IPA).

²⁴Indicative, meaning preliminary. The funds may be transferred depending on the needs or the level of use among the priorities in the course of the Programme. Each such transfer requires the consent of the European Commission.

	ENPI EC Funding (a) *	IPA EC Funding (b)	ENPI Co-financing (c)	IPA Co-financing (d)	ENPI Co-financing rate (in %) (e) **	IPA Co-financing rate (in %) (f)	ENPI Total funding (g) = (a)+(c)	IPA Total funding (h) = (b)+(d)	EC Total funding (i) = (g)+(h)
Priority 1	5,500,000	2,224,700	550,000	392,594	10%	15%	6,050,000	2,617,294	8,667,294
Priority 2	6,250,000	2,528,000	625,000	446,118	10%	15%	6,875,000	2,974,118	9,849,118
Priority 3	3,825,350	1,547,300	382,535	273,053	10%	15%	4,207,885	1,820,353	6,028,238
Technical Assistance	1,730,594	700,000	N.A.	123,529	if applicable	15%	1,730,594	823,529	2,554,123
Total	17,305,944	7,000,000	1,557,535	1,235,294	9%	15%	18,863,479	8,235,294	27,098,773

Source: Operational Programme Black Sea Region

As stated in the above table, the programme is divided into three priorities, implemented through their subordinated measures:

Priority 1: Supporting cross border partnerships for economic and social development based on common resources.

Measure 1.1: Strengthening accessibility and connectivity for new intra- regional information, communication, transport and trade links.

- The promotion of international trade links in the area, including with respect to trade in energy;
- Support to the promotion of traditional products from Black Sea agriculture on the international market;
- Development of cooperation networks aimed at promoting the use of information and communication technologies in local/regional economic initiatives;
- Pre-feasibility studies for small-scale transport infrastructures for a better integration of less developed areas and tourist destinations in the Basin;
- Common initiatives for promoting transit transportation infrastructures in the region aimed at increasing freight and passenger transportation efficiency.
- Pre-feasibility and preliminary studies for the development of environmental friendly, safe and reliable maritime routes.

Measure 1.2: Creation of tourism networks in order to promote joint tourism development initiatives and traditional products

- Creation of networks of agencies active in the tourism sector to increase the economic impact of tourism in the areas, e.g. a cultural route between Black Sea and Caspian Sea (the Myth of two seas);
- Partnerships between authorities of natural protected areas for the promotion of sustainable tourism in the natural areas of the Black Sea Basin;
- Networks of tourism agencies for the promotion of common initiatives on the international market;
- Creation of cross-border tourism products and common service standards (thematic routes, quality systems etc).
- Cooperation partnerships aimed at preventing or counteracting migration of most skilled workers to EU-industrialized countries /prevention of "brain drain".

Measure 1.3: Creation of administrative capacity for the design and implementation of local and regional development policies

- Establishment of a Black Sea Basin network for capacity building for local and regional administrators through the exchange of good practices and innovations for local development;
- Networks for the promotion of innovative urban and rural planning and management methodologies for urban development and rehabilitation;
- Partnerships among development agencies for the exchange of expertise, competencies and innovation in development policies, training of development agents and applying common methodologies for SMEs development;
- Training for staff of local bodies and institutions supporting SMEs²⁵, especially for the improvement of capacity to operate in interregional initiatives (e.g. marketing plans, product development and small business management);
- Promoting exchanges of good practices supporting social and economic integration of migrants (inclusion in the labour market, education, languages, dedicated services related to housing, social services and legal assistance, etc.);
- Cross-border actions aimed at improving training standards (qualification and vocational training responding to the demand of productive sectors), at promoting entrepreneurship and certification of skills and at encouraging the inclusion of young people in the labour market.
- Promotion of twinning initiatives among local administrations in the area, for the establishment of a positive framework for cross border cooperation;
- Exchange of know-how and preparation in partnership of common local development initiatives.

Priority 2 - Sharing resources and competencies for environmental protection and conservation.

Measure 2.1: Strengthening the joint knowledge and information base needed to address common challenges in the environmental protection of river and maritime systems:

- Support to the creation of joint action plans and/or carrying out feasibility studies of research institutions and/or regional organizations in the fields related to maritime natural systems;
- The exchange of experiences and good practices through the establishment of cooperation partnerships among environmental NGOs and educational institutions;
- Establishment or strengthening of networks for the development in partnership of methodologies and capabilities of the responsible rescue authorities in view of the response to oil spills on the coastal area and the mitigation of marine pollution;
- The promotion of monitoring of environmental factors, through partnerships of institutions responsible for pollution control in the Black Sea Basin;
- Support to the development in partnership of contingency plans in order to ensure the ability of the Black Sea coastal authorities to respond to pollution;
- Cross-border partnerships for the implementation of scientific studies, especially those relevant for monitoring and/or addressing environmental risks in the Black Sea Basin;

²⁵SMEs - Small and Medium Enterprises

- Establishment or strengthening of cooperation partnership for identifying land-originating polluters, arising especially from agricultural activities, and for exploring methods of their elimination;
- Preparation/promotion or implementation of scientific studies in the fields of monitoring, control and protection of the maritime system and of rivers in the area;
- Development of concepts for coordination and cooperation in case of natural or man-made disasters.

Measure 2.2: Promoting research and innovation in the field of conservation and environmental protection of protected natural areas.

- The creation or strengthening of networks between authorities managing natural protected areas in order to exchange expertise, good practices and innovation in technical and scientific methodologies and in addition to support the monitoring, protection and conservation of natural resources;
- The start up of joint initiatives for the international promotion of natural and cultural tourism in the natural protected areas of the Black Sea by means of common information and promotional instruments;
- The establishment or strengthening of networks for joint development of planning and management methodologies and the creation of databases for the natural protected areas of the Black Sea Basin;
- Training and raising awareness for citizens living in protected natural areas.

Measure 2.3: Promotion of cooperation initiatives aimed at innovation in technologies and management of Waste and Wastewater Management systems.

- Partnerships among institutions for exchange of know-how and the adoption of innovative technologies and procedures for waste management and disposal;
- Support to information and educational activities, including awareness-raising campaigns, in the field of wastewater and solid waste management, water saving and waste recycling;
- Partnerships for innovation in waste management in regions with significant seasonal tourism flows that are concentrated in particular areas;
- Partnerships of authorities for the exchange of good practices and governance tools in the sectors of solid waste and wastewater management - based on EU approaches.

<p>Priority 3 - Supporting cultural and educational networks²⁶ for the establishment of a common cultural environment in the Black Sea Basin.</p>

Measure 3.1: Promoting cultural networking and educational exchange in the Black Sea Basin communities.

- The establishment of partnerships for the promotion of cultural heritage values;
- Establishing networks of cultural institutions in the Black Sea Basin for strengthening regional identity;
- The creation of networks of cultural centres, sharing cultural values from all regions;
- The establishment of partnerships for the exchange of experiences with traditional popular culture through the promotion of common cultural events in the Black Sea Basin.

²⁶Networking - is a form of bringing regions, cities or other entities together, with a common goal or similar problems. Networking is also used to establish and maintain beneficial contacts.

- Partnerships for the exchange of students and academics for the establishment of channels of cultural integration in the Black Sea Basin;
- Partnerships among universities, high schools and research centres aimed at the design and development of special educational programmes based on topics of common interest in the Black Sea Basin;
- Networks for the exchange of experience in adapting education and vocational training systems to the needs of a market economy, based on common approaches;
- Partnerships contributing to address the challenges of migration and the risks of conflicts;

Also, similarly to other European programmes, there is a priority under the name: "Technical assistance". The funds provided under the priority are primarily for the Managing Authority to finance needs resulting from the day-to-day implementation and promotion of the programme.

What projects can be submitted?

Three primary projects types have been distinguished that fall under the scope of this programme:

1. **Integrated:** with different activities in several countries that jointly achieve a certain objective having a cross border impact. These projects are prioritised for co-financing.
2. **Symmetrical:** with the similar activities in all countries participating in the project;
3. **Projects:** implemented mainly or entirely in a single participating-country but having a cross-border impact.

The cross border impact must be demonstrated in order to obtain co-financing. Examples of actions that may receive co-funding are the establishment of tourism promotion networks, actions in the area of environmental protection, training, conferences, workshops seeking to exchange good practices and expertise, promotion of joint regional development initiatives.

Other than with consultancy projects, the partners to the projects must bring in their own contribution. The European Union finances up to 90% of the project value²⁷. The minimum project value, that is the total budget inclusive of own contribution, should be at least EUR 50,000. The first call for proposals will probably be organised at the turn of 2009.²⁸ Every call for proposals will define the financial cap of the project and the minimum number of partners. If the budget of the programme provides for appropriate funds for translation, proposals for co-financing may be submitted in national languages of the states covered by the programme.

The experience with the previous cross-border programme allows a conjecture that budgets of the projects, also in this case, will be based on similar principles. As a rule, all expenses under the project must be incurred in the course of the project. Cost and expense should be distinguished here: cost is a title to incur an expense, i.e. make the payment. The principle means that all payments, cash and bank transfers, should be effected prior to the project completion. The following categories are likely to be eligible: remuneration of staff, business travel, hire or purchase of services and equipment (on the condition that they are necessary for the project), cost of supplies, indirect costs (e.g operation of the office, which is eligible up to a certain percentage value of the total project budget, typically up to 7% of the total budget), etc. The budget should not itemise the following categories of expenses: interest, liabilities,

²⁷The share of own contribution in the project budget should be 10% of the value of the grant i.e. of EU financing.

²⁸ 2007-2013 Black Sea Joint Operational Programme Basin fiche.

purchase of land or buildings, VAT tax, if recoverable by the beneficiary, fines and loans in favour of third parties, etc.

Programme management:

The entity responsible for the programme management and contacts with the European Commission is the Managing Authority, represented at the working level by the Joint Technical Secretariat. The Technical Secretariat, responsible for contacting beneficiaries, organises calls for proposals and, following the award of funds, oversees the conclusion of agreements, monitors the projects in physical and financial terms, makes subsequent project payments. All applications for payments and reports are submitted by beneficiaries to the Secretariat.

In the case of the Black Sea Programme, the functions of the Managing Authority and the Technical Secretariat have been entrusted to the Romanian Ministry of Development, Public Works and Housing. All details on the programme, as well as any calls for proposals are available on the website: www.blacksea-cbc.net. Potential partners for projects can also be searched on the website.

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5.3 Assistance for Georgia to recover from the effects of the Russia-Georgia conflict

On 22 October 2008, the Georgia Donors' Conference was held in Brussels. The conference was held at the ministerial level. It was attended by representatives of nearly 40 countries and 15 international financial institutions: World Bank, International Monetary Fund, European Investment Bank and the European Bank for Reconstruction and Development. The purpose of the conference was to mobilise assistance to support the reconstruction of Georgia, damaged in the August conflict with Russia. The assistance will be spent on the reconstruction of the infrastructure, reintegration of displaced people forced to leave their homes in the course of the conflict, and ensuring stability and economic growth in Georgia. According to the World Bank's estimates, Georgia's related needs total some EUR 2.38bn (USD 3.2bn), which is to be spent over the next three years. The donors pledged to donate USD 4.55bn, which significantly more than expected. Of the total, USD 2bn will be provided to Georgia in the form of grants, while the remaining portion will be low-interest loans. The most generous donors turned out to be the United States and the European Union, providing USD 1bn and up to EUR 500m respectively. (USD 642m).²⁹

The purpose of the assistance to Georgia is to restore its economy to the pre-conflict condition, since, unlike the previous forecast for this year's growth at 5%, the World Bank now expects the growth rate of 3.5%. 127 thousand people were displaced as a result of the conflict.

²⁹The provision of financial assistance was also declared by individual European states, e.g.: Germany and Sweden offer EUR 70m, Norway EUR 30m, France EUR 7m, Poland EUR 5.5m. These funds represent separate assistance in relation to the support declared by the EU.

EU-funded assistance mechanism

According to the declaration made by the EU Commissioner for External Relations and European Neighbourhood Policy Benita Ferrero-Waldner, the European Union intends to provide financial support of up to EUR 500m to Georgia within the next three years. The declared amount comprises humanitarian aid, provided immediately after the outbreak of the conflict, as well as funds resulting from the European Neighbourhood Policy, supplemented with an extra pool of funds. Financial assistance will be launched as part of the portfolio of the already working instruments, including: the ENPI national component for Georgia, Stabilisation Instrument, ECHO (Europe Commission's humanitarian aid instrument), MFA (*Macro Financial Assistance*), as well as financing of the observation mission of EU representatives to Georgia. The European Union plans to spend these funds on the following tasks:

- Support to persons displaced as a result of the conflict;
- Reconstruction of Georgian economy;
- Macroeconomic stabilisation;
- Support to infrastructure, notably in the energy sector;

Increased financial support does not modify the priorities of the European Neighbourhood Policy on Georgia and is rather a consistent follow-through of the actions it provides for.

The first 2008 EU assistance package provides the total support of EUR 181.9m. The budget of the 2008 Annual Programme for Georgia under the ENPI national component will increase by EUR 64.5m. The ECHO instrument budget, the total of which for Georgia is approx. EUR 6m, will also increase in 2008 by some EUR 3m.³⁰ In greater detail, the following expenditures are planned for:

- Support for the internally displaced: EUR 98.7m;
- Support for the UN under UN Flash Appeal: EUR 21m.³¹;
- Grants and direct budget transfers under the Municipal Development Fund programme³²: EUR 77.7m;
- Core economic recovery: EUR 47.8m;
- Support under Macro-Financial Assistance: EUR 11.5m;
- Support under thematic programmes beyond the scope of ENPI: EUR 36.6m;
- EU Monitoring Mission in Georgia, launched on 1 October 2008: EUR 35.4m.³³

³⁰Implementation of the Macro Financial Assistance programme will continue in 2009 and 2010. The annual support in those years will total EUR 46m. MFA is loans or grants, transferred directly to the state budget. It supports reform, alleviating the difficult financial situation of the country. Assistance under MFA is coordinated by the European Commission, World Bank and IMF.

³¹More details on the UN website: <http://ochaonline.un.org/cap2005/webpage.asp?Page=1692>

³² Municipal Development Fund is a World Bank's programme.

³³ Source: <http://europa.eu/rapid/pressReleasesAction.do?reference=MEMO/08/645&format=HTML&aged=0&language=EN&guiLanguage=en>

Chapter 6:

Other programmes available to Georgia

Georgia may also participate in six thematic programmes available not only for neighbouring countries, but for all 78 countries covered by the EU external assistance. The programmes operate under the Financial Instrument for Development Cooperation (*DCI*) pursuant to Regulation of the European Parliament and of the Council No 1905/2006³⁴. The document establishes the framework for several years for five thematic programmes under DCI. It is also a new financial instrument, launched for the first time during this financial perspective, i.e. for 2007-2013, and relying on previous experience. Programmes offered under the instrument are the following;

- Non-State Actors and Local Authorities in development;
- Food Security;
- Environment and Natural Resources;
- Migration and Asylum and Investing in People . The programme also considers such aspects as: health, education, gender equality, culture, employment and social cohesion;
- Youth and Children.

6.1. Non State Actors and Local Authorities in Development

The assumptions of this thematic programme and its implementation method are discussed on the basis of the current 2008 Annual Programme. The programme will be implemented through grant projects. The calls for proposals will be published at the turn of 2009.

The programmes implements three key objectives:

1. Actions that promote an inclusive and empowered society, participating in decision-making processes in the partner countries;
2. Actions to raise public awareness of, and promote education about, development issues in the EU candidate countries;
3. Actions leading to efficient cooperation, fostering synergies and facilitating a structured dialogue between civil society networks and local authorities' associations in the EU and candidate countries.

Non-state actors and local authorities in Georgia may participate in two types of actions covered by objective one. Under the remaining objectives, co-financing is provided to grant projects submitted by non-governmental organisations and local authorities from the EU member states and candidate countries. The budget for these project is not, however, substantial compared against that of the entire programme.

Objective One contributes to greater availability of public services, the society's stake in decision-making processes, improvement of institutional capabilities of local authorities and organisations that promote the concept of the civil society. It seeks to reduce poverty and contribute to sustainable regional development, facilitating relations between public

³⁴ OJ L 378 of 27.12.2006, p. 41-71;

administration and civil society organisations in the various fields, support to and increasing the role of local governments in a decentralised process. Objective One is pursued through two measures:

6.1.1 Measures in partner countries

These measures are implemented directly in each partner state, which receives a separate budget for them. This part of the programme is managed by the European Commission's Delegations to the partner countries. Calls for proposals are published on websites of the Delegations. The measures cover small projects in a number of areas: economic development, health, education, institutional capacity building, development of rural areas. The overall objective of the project should always be to enhance the civil society competency, democratisation and equal social opportunities. The prioritised projects will be those from countries where the conditions are not conducive to the involvement of the non-government sector and local authorities in the development process, where the situation is unstable, and where there exist conflicts, or public governance is not satisfactory. Among the prioritised projects there will also be those dedicated to the needs of those parts of the society that, for some reasons, remain outside the reach of public goods and services, or are excluded from the decision-making process. The budget for this measure for all countries totals EUR 135m: over EUR 120m will go to civil society organisations, and some EUR 14m to local authorities. In 2008, Georgia will receive the total of EUR 650k. The funds will be itemised in two budget lines: EUR 500k will be spent on grants for civil society institutions, EUR 150k will be allocated to projects submitted by local authorities. It is very likely that the budget of the programme for Georgia will be increased by the funds declared by the European Commission at the Donors' Conference³⁵.

Programme management:

The European Commission's Delegation to Georgia is responsible for this measure. Its task is to flesh out more details to the themes projects on which will be implemented in Georgia under a given Annual Programme. The themes must correspond to the National Strategy Paper and do not conflict with other programmes implemented in Georgia.

Beneficiaries:

Co-financing under the project may be received by NGOs of all types, operating on a non-profit basis, as well as local authorities. The organisations should have their seat in the partner countries (i.e. Georgia) or EU member states, if partners to the project. Non-governmental organisations must demonstrate that they are registered in Georgia pursuant to domestic laws and that, within the last two years³⁶ they carried out activities in the area in line with the theme of the programme. In justified cases, the EC Delegation may waive the requirement of official registration of the non-governmental organisation. Associations of local authorities are eligible to apply for funds in the local authorities pool. If a project is submitted by an organisation, or local authorities from a EU member state, they must demonstrate a lasting and efficient partnership with their counterparts in the partner state, where the action is carried out.

What projects can be submitted?

In general, grants under this measure should be within the brackets of EUR 20k and 1m. However, the final co-financing caps will be determined by the European Commission's

³⁵According to the listing in chapter 5.3.

³⁶For partner organisation from the EU states, the requirement is extended to three years.

Delegation in the call for proposals. Last year, the EC Delegation to Georgia set the minimum grant amount at EUR 100k and maximum at EUR 300k. The maximum co-financing rate for EU funding for the project is 90% of the total budget of the project for non-state actors and local authorities from a partner state. Co-financing rate for projects submitted by their counterparts from the EU member states is 75%. The project's minimum duration should be 12 months, and maximum 60 months. The duration of the project will also be specified by the EC delegation in the call for proposals.

Expected results:

The project may relate to a number of areas, but they should contribute to the achievement of the following objectives: increase beneficiaries' capabilities in poverty reduction and undertaking actions seeking to draft development strategies, contribute to changes in policies and government actions in order to allow for broader inclusion of beneficiaries in actions in the area of development, improved access of the most impoverished social groups (especially those socially marginalised) to public services, and their increased stake in decision-making processes. The projects should also lead to the enhancement of political dialogue and relations between public administration and non-state actors in a variety of areas, notably development policy. Last year, the EC Delegation to Georgia announced a call for proposals under the following measures:

1. Institutional capacity building of local authorities in Georgia (budget of EUR 300k)

Enhancing technical and operational skills and potential, notably in a long-term development perspective, for budget planning, monitoring of expenditures and social needs analysis in the area of public services. Establishment of or support to organisations bringing together local authorities, and enhancing interactions with the civil society through domestic activities and in cooperation with European networks.

2. Institutional capacity building of non-state actors in Georgia, except Abkhazia and South Ossetia (budget of EUR 1.04m)

Projects that correspond to the needs of organisations in order to ensure their lasting operation, e.g. establishment of centres in regions, thematic actions (e.g. environment, social, legal), mobilisation of the society and regional cooperation networks between non-state actors. Support for grassroots initiatives with respect to poverty reduction and cooperation with local authorities (e.g. contribution to the formulation of the relevant policies, establishment of local consulting centres for entrepreneurs, upgrading professional qualifications).

3. Institutional capacity building of non-state actors in Abkhazia and South Ossetia (budget of EUR 600k): Abkhazia: EUR 500k, South Ossetia: EUR 100k)

Next to actions that are similar to those of non-state actors elsewhere in Georgia, these regions were also covered by the proposal for actions connected with the building of trust and people-to-people relations.

Annex 4 contains the full set of documents that should be submitted in reply to the call for proposals. The documents are the application form, institution form, and budget form. Calls for proposals are published on the website of the European Commission's Delegation to Georgia: www.delgeo.ec.europa.eu/en/index.html

in the Calls for proposals tab. The calls are also published on the website of the European Commission, the same as for the programmes discussed above. Last year's call, under 2007 funds, was published on 14 June 2008. The EC's delegation to Georgia set the deadline of 30 days for the submission of the project proposal in response to the published call.

6.1.2 Measures covering several partner countries

The second group of actions implementing Objective One of the programme are joint undertakings of partners from at least two, out of 78, eligible countries. They cover such interventions that ensure a more effective implementation of plans related to the programme theme other than the theme the exploration of which is possible under the available regional programmes. This part of the programme is managed by the European Commission's EuropeAid Office in Brussels. Calls for proposals are published on the website:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1225444915146&do=publi.welcome&debpub=01%2F09%2F2008&orderby=upd&orderbyad=Desc&PubliList=25&page=2>

The objective of the projects is to improve co-participation of the societies in decision-making processes at the local, national and international level through: enhancing international links between non-state actors and local authorities in partner countries and EU member states, provision of innovative services, or services targeted at difficult communities, strengthening strategic partnerships - notably between non-state actors and local governments in the partner countries; facilitating relations between public administration and non-state actors in the decentralised process and other areas. All projects must comprise a institutional capacity building component. A specific measure is addressed to less developed countries, or those excluded from measure 1.1. Similarly to the first measure, entities from EU member states are eligible, although they must demonstrate a lasting and efficient cooperation with their counterparts in the partner countries. The call for proposals will specify the direction of this year's intervention. The measure's budget for all countries totals over EUR 44m. Non-state actors will apply for the total of over EUR 31m, and local authorities for nearly EUR 13m. Also, the call for proposals stipulates a percentage-based distribution of funds among geographical areas. Last year, countries of South Caucasus were not included, while a marginal 5% share was specified by the Mediterranean countries.

How to submit projects?

Under this measure, two calls for proposals will be published, separately for non-state actors and local-authorities. The projects will be selected by the European Commission and EuropeAid in Brussels, in cooperation with the Delegations. A large number of applications are expected, and therefore restricted calls for proposals system is applied, under which project concept notes are submitted in the first round. Authors of the concept notes selected at this stage will be asked to submit full applications and all documents.

Concept notes must be presented on the appropriate form, in English, French, German, Spanish or Portuguese. The project concept notes specify the estimated budget total, and amount of co-financing applied for. Only at the second stage of selection, applicants are asked to submit detailed budgets. It may not, however, differ from the initial estimation provided in the Concept Notes by more than 20%. The project selection procedure is rather lengthy. Under the 2007 programme, the first call was announced on 14 December 2007, and concept notes were to be submitted by 11 February 2008. On 21 April, the results of the first round were published, representing an invitation to submit full applications. The deadline was 10 June this year. The final results were communicated to the applicants on 30 September this

year. The conclusion of the grant agreements for the projects is planned before the end of 2008. Annex 5 contains an application form for the programme.

Similarly to the first measure, the EU co-financing for entities from the partner countries will be 90% of the project budget, whereas the co-financing for their counterparts from EU member state will be up to 75% of the total budget. The minimum amount of the grant is EUR 500,000 and maximum EUR 4m. The duration of the project should be between 24 and 60 months.

Expected results:

It is expected that the projects will contribute to the increased exchange of information between the countries and links under cooperation networks, building trust among them, better coordination of actions between non-state actors and local authorities in North-South and South-South axes, greater share of local civil societies and local authorities in the global and regional development and dialogue process, as well as to the exchange of good practices and their implementation at national or local level.

Overview of selected thematic programmes:

Thematic programmes give ample scope for actions. Co-financing is mainly targeted at non-state actors, although the eligibility criterion is non-profit operation. Therefore, beneficiaries of the grants may also be public administration entities, active in areas covered by the scopes of individual programmes. The Investing in People instrument is worth looking at. In 2007, cultural actions in local communities were co-financed. In 2007-2010, health, gender equality and support for actions for the benefit of children and youth. The call for proposals is permanent, and organised by the European Commission's EuropAid Office. The rules of the call for proposals and project implementation are very similar to the programme discussed above. More details on the website:

<http://europa.eu/scadplus/leg/en/lvb/r12547.htm>

Under the present circumstances, with a significant increase in the number of people internally displaced on Georgia as a result of the conflict, some problems, including integration in the labour market, or migrants' social problems may be covered by projects submitted to the programme Migration and Asylum. The publication of the call for proposals on these actions usually takes place in December every year. The deadline for project proposals is 30 days. More details on the website:

http://ec.europa.eu/europeaid/where/worldwide/migration-asylum/index_en.htm

or by contacting the implementing authority: CONCORD Secretariat aisbl,
e-mail address: secretariat@concordeurope.org

6.2 European Instrument for Democracy and Human Rights - EIDHR

The European Instrument for Democracy and Human Rights is a new programme established for the financial perspective for the years 2007-2013. This small grant programme is managed by the European Commission's Delegation to partner countries. Calls for proposals are published on the Delegation's website. The pool of funds available to Georgia is several hundred thousand euros, in 2007 totalling EUR 900k. Only non-state actors are eligible to receive microproject co-financing, up to 80% of the total budget. Local governments may

monitor projects implemented under the programme and, using other available sources, take supplementary actions or use the results of those projects.

6.3 Eligibility for participation in Community programmes

One of the objectives of the European Neighbourhood Policy is a gradually allowing beneficiaries from partner countries to participate in Community programmes. Currently, the idea is pursued by the scientific and research programme, **7th Framework Programme**. This is by all means the largest programme implemented at the community level, whose budget for this financial perspective exceeds EUR 50bn. The objective of the 7th Framework Programme is to establish the European Research Area and turn Europe into the most innovative knowledge-based economy in the world. Projects from a broad range of areas are co-financed under the programme: scientific research, identification of innovative technologies, scientist exchanges. The 7th Framework Programmes provides for 4 action packages: Cooperation (including e.g. technology platforms, national research programmes, etc.); Ideas (e.g. co-financing for research projects); People (enhancing the scientific potential in European societies) and Capabilities (here, co-financing is provided for research infrastructure, research for SMEs, knowledge regions, including the support for clusters based on scientific research and high technologies, support of research potential of regions that are less developed economically, development of research policies in the regions, or international cooperation). Beneficiaries from the neighbouring states are also invited to participate, if the project is of European nature. Among potential beneficiaries there are also scientific and research institutions, but also companies, notably from the SME sector, associations of companies, but also local and regional authorities. Georgian entities already participated in four projects: two financed under the previous edition's funds, and two under the present one. More details on the website:

http://cordis.europa.eu/fp7/home_en.html

National Contact Points can also be consulted, headed in Georgia by:

Dr Theodore Dolidze (Georgian National Science Foundation)
68, D. Uznadze str.
0102, Tbilisi

Tel: +995-32-910-262
Fax: +995-32-9956-205
Email: tedodol@yahoo.com
<http://www.gnsf.ge>

Due to limited possibilities of cooperation between EU regions and regions in partner countries under the ENPI instrument, perhaps the participation of Georgian partners **in Interreg community programmes** is also worth considering. Although Interreg is available to EU regional governments, it is possible to include a non-EU partner into the project. The cost of participation of such partners may be up to 10% of the total project budget, and the partner's participation should be justified. The Interreg programme allows the implementation of "soft" projects, being the exchange of experience in many aspects of regional development.

List of Sources:

Documents:

- 1.** Partnership and Co-operation Agreement , EU-Beneficiary Country and the European Neighbourhood Policy (ENP);
- 2.** EU/ Georgia Action Plan;
- 3.** Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument;
- 4.** Regulation (EC) No 2110/2005 of the European Parliament and of the Council of 14 December 2005 on access to Community external assistance;
- 5.** Regulation (EC) N° 1905/2006 of the European Parliament and of the Council laying down general provisions establishing a Financing instrument for development cooperation;
- 6.** Regulation (EC) N° 1889/2006 of the EP and of the Council of the European Parliament and of the Council laying down general provisions establishing a Financing instrument for the promotion of democracy and human rights worldwide;
- 7.** European Neighbourhood and Partnership Instrument Georgia Country Strategy Paper 2007-2013;
- 8.** European Neighbourhood and Partnership Instrument Georgia National Indicative Plan 2007-2010;
- 9.** Memorandum of the ENPI Management Committee, Annex 1, Annual Action Programme covering the programming document National Indicative Programme 2007-2010 for the ENPI for Georgia for 2007;
- 10.** European Neighbourhood and Partnership Instrument, ENPI Easter Regional Programme, Strategy paper 2007-2013;
- 11.** European Neighbourhood and Partnership Instrument, ENPI Easter Regional Indicative Programme 2007-2010;
- 12.** Memorandum to the ENPI Committee Annual Action Programme covering the Regional Strategy Paper 2007-2013 and Regional Indicative Program 2007-2013 for the ENPI East for 2007;
- 13.** European Neighbourhood and Partnership Instrument, ENPI Interregional Programme, Strategy Paper 2007-2013 & Indicative Programme 2007-2010;
- 14.** TAIEX in the Neighbouring Countries & Russia, European Commission;
- 15.** Boosting Twinning Co-operation in the Neighbouring Countries, European Commission;

16. 2007 Activity Report Twinning and TAIEX within the ENPI, European Commission, EuropeAid Co-operation Office;
17. Institutional Twining Thesaurus, European Commission, EuropeAid Co-operation Office;
18. Twinning in the Neighbouring Countries Key Facts and Figures, Part II, 8.10,2008;
19. Twinning news 12, European Neighbourhood Twinning Projects pipeline for October-November-December 2008;
20. Common Twinning Manual;
21. Practical Guide to contract procedures for EC external actions;
22. EU assistance fact sheet: Georgia;
23. Black Sea Joint Operational Programme;
24. Black Sea Joint Operational Programme Fiche;
25. Europe's World, Autumn 2008/ no 10/ Knaus Gerald "Georgia's future";
26. Action Fiche for ENPI Region/Urban Development; AIDCO/ (2008) D/7217;
27. German Foundation for World Population "Tips and Tricks , European edition, How to Access European Community Development Co-operation Funds, 7th Edition";
28. Working Papers of the Information Office of the Wielkopolska Region, DW-IV-2-0725/13/07, Gębski Szymon;
29. Annual Report 2008 on the European Community's development and external assistance policies and their implementation in 2007;
30. 2008 Annual Action Programme for Non-State Actors and Local Authorities in Development;
31. Non-State Actors and Local Authorities in Development, Actions in partner countries, Georgia, Guidelines for grant applicants, Open call for proposals 2007;
32. Non-State Actors and Local Authorities in Development, Actions in partners countries (Multi Country), Restricted Call for proposals 2007, Guidelines for grant applicants;
33. European Instrument for Democracy and Human Rights (EIDHR), Guidelines for grant applicants;
34. Report on Erasmus Mundus Programme (2009 – 2013), Marielle de Sarnez (ALDE,FR)
35. Wielkopolska Regional Development Operational Programme

Websites:

1. www.delgeo.ec.europa.eu/en/index.html
2. http://ec.europa.eu/world/enp/documents_en.htm
3. http://ec.europa.eu/world/enp/funding_en.htm
4. www.msz.gov.pl
5. www.tempus.org.pl
6. www.taiex.ec.europa.eu
7. <http://www.sigmaweb.org/>
8. http://ec.europa.eu/europeaid/where/neighbourhood/overview/twinning_en.htm
9. <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
10. **www.blacksea-cbc.net**
11. http://cordis.europa.eu/fp7/home_en.html
12. „Partnerstwo w projektach transgranicznych”, M. Rulińska, multimedia presentation, available at:
<http://www.interreg3a.dolnyslask.pl/pliki/szkolenia/PartnerstwoTransgraniczne1.pdf>

APPENDIX 1: ENPI CBC PROGRAMMES JMA contact details

Programme	JMA	Address	Contact Person	Email
Kolarctic	Regional Council of Lapland	Hallituskatu 20B, 96100 Rovaniemi , Finland	Päivi Ekdahl	paivi.ekdahl@lapinliitto.fi www.kolarcticenpi.info
Karelia/Russia	Council of Oulu Region	Kauppurienkatu 8 A, 90100 Oulu, Finland	Marko Ruokangas	marko.ruokangas@euregiokarelia.fi www.kareliaenpi.eu
South-East Finland/Russia	Regional Council of South Karelia	Raatimiehenkatu 18, 53100 Lappeenranta, Finland	Paivi Ilves	paivi.ilves@ekarjala.fi www.southeastfinrusnpi.fi
Estonia/Latvia/Russia	Ministry of Regional Development and Local Governments	Lacplesa street 27, 1011 Riga, Latvia	Arina Andreicika	arina.andreicika@raplm.gov.lv No website
Latvia/Lithuania Belarus	Ministry of Interior of the Republic of Lithuania Regional Policy Department	Sventaragio , 01510 Vilnius, Lithuania	Ignotas Salavejus	Ignotas.Salavejus@vrm.lt No website
Lithuania/Poland/Russia (Kaliningrad)	Ministry of Regional Development Territorial Cooperation Department	ul. Wspólna 2/4, 00-926 Warsaw, Poland	Andrzej Gawron	Andrzej.Gawron@mrr.gov.pl www.interreg.gov.pl/20072013/instrument+sasiedztwa/pl-lt-ru/
Poland/Belarus Ukraine	Ministry of Regional Development	ul. Wspólna 2/4, 00926, Warsaw, Poland	Justyna Jakubowska	Justyna.Jakubowska@mrr.gov.pl www.interreg.gov.pl/20072013/instrument+sasiedztwa/pl-bl-uk/
Hungary/Slovakia Ukraine/Romania	National Development Agency		Florian Szaloki	florian.szaloki@meh.hu www.vati.hu

Romania/Moldova Ukraine	Ministry of Development, Public Works and Housing	Bucharest, Roumania	Daniela Popescu	Daniela.Popescu@dr.mie.ro http://www.mdlpl.ro/_document e/state_nembre/program_ro_ uc_mo.htm
Spain/Morocco North				No website
CBC Atlantic Programme				No website
Italy/Tunisia	Ministry of Foreign Affairs	Piazzale della Farnesina, 1 - Rome, Italy	Raffaele Langella	raffaele.langella@esteri.it No website
Baltic Sea Region	Investitionsbank Schleswig- Holstein Managing Authority Baltic Sea Region Programme 2007- 2013	Fleethoern 29-31, 24103 Kiel, Germany	Susann Henning	susann.henning@ib-sh.de eu.baltic.net.
Black Sea Programme	Ministry of Development, Public Works and Housing		Iulia Hertzog	Iulia.Hertzog@mdlpl.ro www.mdlpl.ro/index.php? p=1&lang=en
Mediterranean Sea	Region Autonome de la Sardaigne	Ufficio di Gabinetto della Presidenza , Viale Trento 69, 09123 Cagliari	Anna Catte	acatte@regione.sardegna.it www.regione.sardegna.it/specia li/enpicbc/fr/

APPENDIX 2: TAIEX APPLICATION FORMS

Application form for TAIEX Expert Mission

Project title: Expert Mission on

N.B.: only type-written and fully completed applications will be accepted

Beneficiary country:

Beneficiary Ministry/Service:

Date of submission:

Objective of the Expert Mission:

.....

1. Person submitting the Application

Title(Mr.,Ms.):	
First name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number)	
Post code:	
City:	
Office Tel.:	
Office Fax:	
E-mail:	

2. Authorisation from your administration

Title:	
First name:	
Surname:	
Function:	
Office Tel.:	
Office Fax:	
E-mail:	
Date of consultation:	
Supporting comments:	
Signature (if applicable):	

2. Expert Mission Content

a) What will the Member State Expert(s) focus on during the visit?

Legislation Implementation Institutional development

Target audience:

(specify if Ministries, institutions, regulatory authorities, professional associations or other)

Main topic/content

Agenda: Please indicate specific items you would like to discuss with the Member State expert(s), such as legislation, infrastructure, strategies, training, any other elements of relevance, and/or attach possible draft programme, if available

Current situation & additional comments

Please describe briefly the current situation in the sector of legislation concerned and provide all information that can contribute to the evaluation of your application (e.g. give details of the stage of preparation of the legislation; outline the timetable for the adoption of the legislation).

3. Logistical aspects

a) Is there a Member State Administration/Organisation from which you wish to receive the expertise?

Preferred Country (choice cannot always be guaranteed)	
Hosting Member State Authority/Institution (if known)	

Do you know the Member State expert from whom you wish to receive expertise?

Title:	
First Name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number)	
Post code:	
City:	
Office Tel:	
Office Fax:	
E-mail:	

Have you had previous contact with your selected host Institution/Organisation/Expert? Yes No

b) When would you like to receive the Expert?

Date/Year:	
Calendar week:	
Duration (maximum 5 working days):	

c) Language knowledge (please state the language(s) and indicate your level of competence)

1 st language: English	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
2 nd language: French	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
3 rd language:	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

4. List of Participants

Data received from you is to be used for the organisation of TAIEX events only, and for no other purpose unless stated. You are entitled to have your data deleted or removed from our database at any time.

1. Details of the applicant acting as main co-ordinator requesting the Expertise

Title (Mr., Ms.) :

First Name:

Surname:

Ministry or Institution:

Department:

Function:

Office address (street/number/office number):

Post code:

City:

Office Tel:

Office Fax:

Email:

Will you also participate to the expert mission? Yes No

2. Details of the person(s) participating to the Expertise		
(max 5 persons)		
Title (Mr., Ms.) :		
First Name:		
Surname:		
Ministry or Institution:		
Department:		
Function:		
Office address (street/number/office number):		
Post code:		
City:		
Office Tel:		
Office Fax:		
E-Mail:		

Application form for TAIEX Study Visit

N.B.: only type-written and fully completed applications will be accepted

Beneficiary country:
Beneficiary Ministry/Service:
Date of submission:
Objective of the Study Visit:

....

1. Person submitting the Application	
Title(Mr.,Ms.):	
First name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number)	
Post code:	
City:	
Office Tel.:	
Office Fax:	
E-mail:	

2. Authorisation from your administration	
Title:	
First name:	
Surname:	
Function:	
Office Tel.:	
Office Fax:	
E-mail:	
Date of consultation:	
Supporting comments:	
Signature (if applicable):	
2. Study Visit Content	

a) What will be the task of the host institution concerned?

Legislation Implementation Institutional development

Target audience:

(specify if Ministries, institutions, regulatory authorities, professional associations or other)

Main topic/content

Agenda: Please indicate specific items issues you would like to discuss with experts of the Member State administration, such as legislation, infrastructure, strategies, training and any other elements of relevance, and/or attach draft programme, if available

.....

Current situation & additional comments

Please describe briefly the current situation in the sector of legislation concerned and provide all information that can contribute to the evaluation of your application (e.g. give details of the stage of preparation of the legislation, outline the timetable for the adoption of the legislation).

....

3. Logistical aspects

a) Is there a Member State administration/organisation that you wish to visit?

Preferred Country (choice cannot always be guaranteed)

Hosting Member State Authority/Institution (if known)

Do you know the person from whom you wish to receive expertise?

Title:

First Name:

Surname:

Ministry or Institution:

Department:

Function:

Office address (street/number/office number)

Post code:

City:

Office Tel:

Office Fax:

E-mail:

Have you had previous contact with your selected host Institution/Organisation/Expert? Yes No

b) What is the preferred date for the Study Visit?

Dates/Year:

Calendar week:

Duration (maximum 5 working days):

c) Language knowledge (please state the language(s) and indicate your level of competence)

1st language: English

Very Good Good Fair Poor

2nd language: French

Very Good Good Fair Poor

3rd language:

Very Good Good Fair Poor

d) Transport and accommodation preferences

We would like to travel by: Plane Train Other Please select one option

We would like TAIEX to book a hotel: : Yes No

4. List of Participants

(3 participants maximum)

Data received from you is to be used for the organisation of TAIEX events only, and for no other purpose unless stated. You are entitled to have your data deleted or removed from our database at any time.

1. Details of the applicant acting as main co-ordinator requesting the Study visit

Title (Mr., Ms.) :

First Name:

Surname:

Ministry or Institution:

Department:

Function:

Office address (street/number/office number):

Post code:

City:

Office Tel:

Office Fax:

Email:

Will you also participate to the Study Visit? Yes No

2. Details of the person(s) participating in the Study visit

max. 3 persons	
Title (Mr., Ms.) :	
First Name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number):	
Post code:	
City:	
Office Tel:	
Office Fax:	
E-Mail:	

Application form for TAIEX Workshop

Please note:

TAIEX can undertake the majority of the arrangements and costs for its workshops. However please note that in making this request for a workshop the following support must be provided by your country:

1. Liaison with participants regarding the event and submission of a complete list of participants, if necessary transliterated in the Latin alphabet, (with their job title, full contact details & name of administration), no later than 21 calendar days before the event.
2. When appropriate, assistance to TAIEX representatives, chairperson and experts/speakers during the event.
3. Submission of relevant documentation on the situation regarding current legislation/policies in the sector concerned.
4. Submission of a short evaluation report of the event.

Beneficiary country:	
Beneficiary Ministry/Service	
Date of submission:	

1. Person submitting the application:

Title:

First Name:

Surname:

Ministry or Institution:

Department:

Function:

Office address (street/number/office number):

Post code:

City:

Office Tel:

Office Fax:

E-mail:

2. Workshop content:

Proposed title of the workshop

Proposed date (indicative)

Expected number of participants:

Target audience:

(specify if Ministries, institutions, regulatory authorities, professional associations or other)

Main topic/content

Agenda: Indicate specific items which should be included on the agenda and/or attach draft programme, if available

.....

3. Current situation & additional comments

Please describe briefly the current situation concerning the sector of legislation concerned and provide all

information that can contribute to the evaluation of your application.

.....

LOGISTICAL ASPECTS – WORKSHOP DETAILS

Contact person for administrative questions and practical matters related to this event

Title:	
First Name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number):	
Post code:	
City:	
Office Tel:	
Office Fax:	
E-mail:	
Is accommodation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(applies only to journey of 100km and above)	
Is interpretation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, between which languages?	Between _____ and _____
Does your administration have suitable	<input type="checkbox"/> Yes <input type="checkbox"/> No
conference facilities available?	
If yes, are these facilities free of charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conference venue address:	
(street, number, office number)	
Post code:	
City:	
Office Tel.:	
Office Fax:	
E-mail:	

APPENDIX 3: FINAL STAGE OF TWINNING PROCEDURE-CALL OF PROPOSALS FOR EXPERTS FROM MEMBER STATES

Publication of the Twinning Call for Proposals on Internet

TWINNING CALL FOR PROPOSALS

Issued by the European Commission

1. Publication reference

EuropeAid/127591/L/ACT/GE

2. Programme and Financing source

Title of the Twinning project: *Capacity Enhancement for Implementing the Bologna Action Lines in Georgia (CEIBAL) (Twinning ref: GE08/ENP-PCA/OT/01)*

Title of Programme/Financing source: ENPI 2007

3. Nature of Activities, geographical area and project duration

(a) Nature of Activities

The overall objective is to contribute to the overall objective set out in the European Neighbourhood and Partnership Instrument (ENPI) Georgia National Indicative Program 2007-2010 to improve Georgia's Higher Education system by supporting the relevant institutions to fully implement the Bologna process action lines and to prepare for integration in the European Higher Education Area (EHEA). The purpose of the project is increase the institutional capacity of the Ministry of Education and Science of Georgia (MoES) and other key institutions for the implementation of the Bologna process action lines. The project comprises two areas of intervention:

The first one aims at enhancing the institutional capacities and set up, in particular the institutional architecture (result 1), the legal and normative framework (result 2) and individual professional know-how to implement Bologna reforms (a specific training component under result 6).

The second area of intervention provides concrete assistance to implement core elements of the Bologna process, by assisting with the self-certification of the NQF of HE (result 3), the establishment of viable procedures and mechanisms for program evaluation and accreditation (result 4) and the improvement of recognition procedures related to degrees and study periods obtained abroad (result 5).

(b) Geographical area: Georgia

Beneficiary Institution: The Ministry of Education and Science

(c) Maximum project duration: 24 months

4. Overall amount available for this Call for Proposals

1,100,000.00

ELIGIBILITY CRITERIA

5. Eligibility: Who may apply

Only Public Administration and Mandated bodies as per Twinning Manual of European Union MS may apply through European Union MSs' National Contact Points. See section "Eligibility of

potential Twinning partners” of the Twinning Manual.

PROVISIONAL TIMETABLE

6. Provisional notification date of results of the award process

First half of December 2008

AWARD CRITERIA

7. Award criteria

Selection criteria are mentioned in the Evaluation Grid included in the Reference Manual on Twinning Projects: See Annexes C6&C8 on administrative compliance and eligibility grid and evaluation grid twinning selections.

APPLICATION FORMALITIES

8. Twinning proposal and details to be provided

Twining proposals must be submitted to the EU Member States **National Contact Points for Twinning** following the instructions of the **Twining Manual** (update 2007) which must be strictly observed (including the use of the template).

National Contact Points will then select one Twinning proposal and submit it to the Contracting Authority within the deadline for applications.

For each application, **one copy** is sent by the email of the National Contact Point.

9. Deadline for applications

Deadlines for submission of Twining proposals by the National Contact Points to the Contracting Authority Delegation of the European Commission to Georgia: **18th November 2008 at 13:00 (local Georgian Time)**

The deadline for submission of Twining proposals by the EU member State Public Administration to the corresponding National Contact Point is decided by the latter.

Any application received by the Contracting Authority after this deadline will not be considered.

10. Detailed information

Detailed information on this Call for Proposals is contained in the Twining Manual and the specific project fiches, which are available at the European Union Member States **National Contact Points for Twinning**.

The date preliminary envisaged for the evaluation committee meeting is **10 December 2008, location: Tbilisi, Georgia**

**APPENDIX 4: GRANT APPLICATION FORM IN OTHER
COMMUNITY INSTRUMENTS (NSA&LA –GEORGIA)**



Contracting Authority: European Commission

**Non-State Actors and Local Authorities in Development
Actions in Partner Counties
Georgia**

Grant Application Form

Budget line(s): 21.03.01. and 21.03.02.

Reference: EuropeAid/126966/L/ACT/GE

Deadline for submission of concept notes and applications:
15 July 2008, 16:00 local Georgian time

Name of applicant:

Title of the action:

Location(s) of the action: *<specify region(s), area(s) or town(s) that will benefit from the Action>*

Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
--	--	---

EUR

EUR

%

Total duration of the action:

<months>

Contact details for the purpose of this action:	
Postal address:	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action :	
Contact person's email address :	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form 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 this 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 form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

Part A. CONCEPT NOTE

I. GUIDANCE FOR THE DRAFTING OF THE CONCEPT NOTE

There is no specific template for the Concept Note but the applicant has to ensure that the text of his concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below and in the Application Form. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). The applicant may provide any additional information that he may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - past activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

Provide a general presentation and analysis of the problems and their interrelation at all levels.

Identify clearly specific problems to be addressed by the action.

Include a brief description of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular.

Demonstrate the relevance of the proposal to the priorities and requirements presented in the Guidelines.

2. Description of the action and its effectiveness

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

a description of the overall objective of the action, outputs and expected results;

a description of the proposed activities and their effectiveness;

involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;

other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.

3. Sustainability of the action

Provide an initial risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by a relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

Give the main preconditions and assumptions during and after the implementation phase.

Explain how sustainability will be secured after completion of the action. This can include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

PART B. FULL APPLICATION FORM

I. THE action

To be submitted by all applicants
DESCRIPTION

Title

Location(s)

Country(ies), region(s), town(s)

Cost of the action and amount requested from the Contracting Authority

Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/ Ax100)
EUR	EUR	%

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

Summary (max 1 page)

Total duration of the action	<... months>
Objectives of the action	<Overall objective(s)> <Specific objective>
Partner(s)	
Target group(s)	
Final beneficiaries	
Estimated results	
Main activities	

Where applicable, clearly indicate the sector, theme, or geographical area specified in the call for proposals to which the proposed action would apply:

Objectives (max 1 page)

Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

Relevance of the action (max 3 pages)

Please provide the following information:

- Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.
- Provide a detailed description of the target groups and final beneficiaries and estimated number.
- Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.
- Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.
- Demonstrate the relevance of the action to the priorities and requirements presented in the Call Guidelines.

Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- Overall Objective and the Purpose of the Action (max 1 page). Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.
- Outputs and expected results (max 4 pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen

publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects)

The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.

Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action (start-to-finish, finish-to-finish, start -to-start, etc.)

Methodology (max 4 pages)

Describe in detail:

the methods of implementation and reasons for the proposed methodology;

where the action is the prolongation of a previous action or project, how the action is intended to build on the results of this previous action;

where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Please specify the potential synergies with other initiatives, in particular from the EC;

the procedures for follow up and internal/external evaluation;

the role and participation in the action of the various actors and stakeholders (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;

the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);

the main means proposed for the implementation of the action (equipment, tools...) and for carrying out the proposed activities;

the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;

the attitudes of all stakeholders towards the action in general and the activities in particular;

any anticipated synergies with , or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.

Duration and indicative action plan for implementing the action

The duration of the action will be <X> months.

The indicative action plan may not prejudge a specific start up implementation date. To this end, it may not make reference to specific dates or months, and therefore simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in this section. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.

The action plan will be drawn up using the following format:

Year 1														
Activity	Month 1	Semester 1						Semester 2						Implementing body
		2	3	4	5	6	7	8	9	10	11	12		
Example	example													Example
Preparation Activity 1 (title)														Local partner 1
Execution Activity 1 (title)														Local partner 1
Preparation Activity 2 (title)														Local partner 2
Etc.														

For the following years:										
Activity	Semester 3	4	5	6	7	8	9	10	Implementing body	
Example	example									example
Execution Activity 1 (title)										Local partner 1
Execution Activity 2 (title)										Local partner 2
Preparation Activity 3 (title)										Local partner 1
Etc.										

Sustainability (max 3 pages)

Provide a detailed risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

Describe the main preconditions and assumptions during and after the implementation phase.

Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

In so doing, please make a distinction between the following 3 dimensions of sustainability:

Financial sustainability (financing will follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.);

Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);

Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.).

Logical framework

Please fill in Annex C¹ to the Guidelines for applicants.

¹ Explanations can be found at the following address:
http://ec.europa.eu/europeaid/reports//index_en.pdf

1. BUDGET FOR THE ACTION

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

2. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are two different sheets to be completed

Please mention here below the contributions in kind to be provided (please specify), if any (maximum 1 page).

3. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which you are requesting a grant.

II. THE APPLICANT

EuropeAid ID number	
Name of the organisation:	

Applicants that are registered in PADOR do not need to fill in the rest of this section.

IDENTITY

Legal Entity File number²	
Abbreviation :	
Registration Number (or equivalent)	
Date of Registration	
Official address of Registration	
Country of Registration/ Nationality	

² If the applicant has already signed a contract with the European Commission

E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	

PROFILE

Legal status	
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> No, independent

2.1. Category

Category³	Public	Private
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation	Implementation Agency University/Education Research Institute Think Tank Foundation Association Media Network/Federation Professional and/or Industrial Organisation Trade Union Cultural Organisation Commercial Organisation Other Non State Actor

³ Please specify 1) the Sector to which your organisation belongs, as defined in its statutes (or equivalent document): Public (established and/or funded by a public body) OR Private (established and/or funded by a private entity); 2) in the appropriate column, the Category to which your organisation belongs (ONE CHOICE ONLY).

2.2. Sector(s)⁴

- 112 Basic education
- 113 Secondary education
- 114 Post-secondary education
- 121 Health, general
- 12240 Basic Nutrition
- 12250 Infectious Disease Control
- 12261 Health Education
- 12281 Health Personnel Development
- 13020 Reproductive Health Care
- 13040 STD control including HIV/AIDS
- 14 WATER SUPPLY AND SANITATION
- 15130 Legal and judicial development
- 15140 Government administration
- 15150 Strengthening civil society
- 15161 Elections
- 15162 Human Rights
- 15210 Security system management and reform
- 15220 Civilian peace-building, conflict prevention and resolution
- 15230 Post-conflict peace-building (UN)
- 15240 Reintegration and SALW control
- 15250 Land mine clearance
- 15261 Child soldiers (prevention and demobilisation)
- 16064 Social mitigation of HIV/AIDS
- 21 TRANSPORT AND STORAGE
- 220 Communications
- 22030 Radio/Television/Print Media
- 22040 Information and communication technology (ICT)
- 23 ENERGY
- 24 BANKING AND FINANCIAL SERVICES
- 25 BUSINESS AND OTHER SERVICES
- 311 Agriculture
- 312 Forestry
- 313 Fishing
- 321 Industry
- 322 Mineral resources and mining
- 323 Construction
- 331 Trade policy and regulation
- 332 Tourism
- 41 GENERAL ENVIRONMENTAL PROTECTION
- 42010 Women in development
- 52 DEVELOPMENTAL FOOD AID/FOOD SECURITY
- 600 ACTION RELATING TO DEBT
- 7 HUMANITARIAN AID
- 72030 Aid To Refugees (In Recipient Country)
- 730 Reconstruction relief
- 740 Disaster prevention and preparedness
- 92010 Support to national NGOs
- 92020 Support to international NGOs
- 92030 Support to local and regional NGOs
- 99820 Promotion of Development Awareness

⁴ Please tick the box for each sector your organisation has been active in. The sectors starting with a reference come from the DAC list set up by the OECD.

2.3. Target group(s)

<input type="checkbox"/> All <input type="checkbox"/> Child soldiers <input type="checkbox"/> Children (less than 18 years old) <input type="checkbox"/> Community Based Organisation(s) <input type="checkbox"/> Consumers <input type="checkbox"/> Disabled <input type="checkbox"/> Drug consumers <input type="checkbox"/> Educational organisations (school, universities) <input type="checkbox"/> Elderly people <input type="checkbox"/> Illness affected people (Malaria, Tuberculosis, HIV/AIDS) <input type="checkbox"/> Indigenous peoples <input type="checkbox"/> Local authorities <input type="checkbox"/> Migrants <input type="checkbox"/> Non Governmental Organisations <input type="checkbox"/> Prisoners <input type="checkbox"/> Professional category <input type="checkbox"/> Refugees and displaced <input type="checkbox"/> Research organisations/Researchers <input type="checkbox"/> SME/SMI <input type="checkbox"/> Students <input type="checkbox"/> Urban slum dwellers <input type="checkbox"/> Victims of conflicts/catastrophies <input type="checkbox"/> Women <input type="checkbox"/> Young people <input type="checkbox"/> Other (please specify):

CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

2.1. Experience by Sector (for each sector selected in 2.2.)

Sector	Year(s) of Experience	Experience in the last 3 years	Number of Projects	Estimated Amount (in thousand Euros)
--------	-----------------------	--------------------------------	--------------------	--------------------------------------

2.2. Experience by Geographical area (country or region)

By Geographical area (country or region)	Year(s) of Experience	Number of Projects	Estimated Amount (in thousand Euros)
--	-----------------------	--------------------	--------------------------------------

Cross-reference of experience by Sector and by Geographical area:

Sector(s) (as selected in 2.2)	Geographical area(s) (country or region, as identified previously)

2.3.

Resources

3.3.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N						
N-1						
N-2						

3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Third Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N - 1	<input type="checkbox"/> EU Commission		N/A
N - 1	<input type="checkbox"/> Member States Public Bodies		N/A
N - 1	<input type="checkbox"/> Third Countries Public Bodies		N/A
N - 1	<input type="checkbox"/> United Nations		N/A
N - 1	<input type="checkbox"/> Other International Organisation(s)		N/A
N - 1	<input type="checkbox"/> Private Sector		N/A
N - 1	<input type="checkbox"/> Member's fees		
N - 1	<input type="checkbox"/> Other (please specify):		N/A
N - 1	Total	100%	N/A
N - 2	<input type="checkbox"/> EU Commission		N/A
N - 2	<input type="checkbox"/> Member States Public Bodies		N/A
N - 2	<input type="checkbox"/> Third Countries Public Bodies		N/A
N - 2	<input type="checkbox"/> United Nations		N/A
N - 2	<input type="checkbox"/> Other International Organisation(s)		N/A
N - 2	<input type="checkbox"/> Private Sector		N/A
N - 2	<input type="checkbox"/> Member's fees		

N – 2	<input type="checkbox"/> Other (please specify):		N/A
N – 2	Total	100%	N/A

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N – 1		From dd/mm/yyyy to dd/mm/yyyy
N – 2		From dd/mm/yyyy to dd/mm/yyyy

3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Local staff: recruited and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

Name	Profession	Function	Country of Nationality	On the board since

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
EuropeAid ID number:⁵	
Full legal name	

⁵ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/onlineservices/pador>

Date of Registration	
Legal status⁶	
Official address of Registration⁷	
Country of Registration⁸/ Nationality⁹	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to the role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

Important: This application form must be accompanied by a **signed and dated partnership statement from each partner**, in accordance with the model provided.

PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of

⁶ E.g. non profit making, governmental body, international organisation

⁷ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

⁸ For organisations

⁹ For individuals

equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name	
EuropeAid ID number:	
Country of Registration	
Legal status	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	

Role and involvement in implementing the proposed action	
---	--

V.CHECKLIST

REF.: 126966

NON-STATE ACTORS AND LOCAL AUTHORITIES IN DEVELOPMENT, ACTIONS IN PARTNER COUNTRIES – GEORGIA

BUDGET LINE: 21.03.01. AND 21.03.02.

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
EuropeAid ID number	
Nationality¹⁰/Country¹¹ and date of registration	
Legal Entity File number¹²	
Legal status¹³	
Partner 1,2,3 etc.	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:

¹⁰ For individuals

¹¹ For organisations

¹² If the applicant has already signed a contract with the European Commission

¹³ E.g. non profit making, governmental body, international organisation...

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the applicant	
	Yes	No
Title of the Proposal:		
1. The correct grant application form, published for this call for proposals, has been used		
2. The proposal is typed and is in English		
3. One original and 3 copies are included		
4. An electronic version of the proposal (CD-Rom or diskette) is enclosed		
5. Each partner has completed and signed a partnership statement and the statements are included.		
6. The budget is presented in the format requested, is expressed in € and is enclosed		
7. The logical framework has been completed and is enclosed		
8. The duration of the action is equal to or lower than 60 months (the maximum allowed)		
9. The duration of the action is equal to or higher than 12 months (the minimum allowed)		
10. The requested contribution is equal to or higher than 100 000 EURO (the minimum allowed)		
11. The requested contribution is equal to or lower than 300 000 EURO (the maximum allowed)		
12. The requested contribution is equal to or higher than 50 % of the total eligible costs (minimum percentage required)		
13. The requested contribution from local applicants is equal to or lower than 90 % of the total eligible costs (maximum percentage allowed)		
14. The requested contribution from European applicants is equal to or lower than 75 % of the total eligible costs (maximum percentage allowed)		
15. The Declaration by the applicant has been filled in and has been signed		

VI. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, including every partner, hereby declares that

the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;

the applicant is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;

the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm). Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

if selected, the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;

the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;

if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);

the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the current year:

- <list only actions in the same field as this proposal>

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

VII. ASSESSMENT GRID

(to be used by the Contracting Authority)

	YES	NO
STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK		
1. The Deadline has been respected		
2. The Application form satisfied all the criteria mentioned in the Checklist (Section V of Part B of the Grant application form).		
The administrative verification has been conducted by: Date:		
DECISION 1: The Committee has recommended the Concept Note for Evaluation after having passed the Administrative check.		
STEP 2 : EVALUATION OF THE CONCEPT NOTE		
DECISION 2: The Committee has approved the Concept Note and decided to proceed with the evaluation of the full proposal after having pre-selected the best Concept Notes.		
The evaluation of the Concept Note has been conducted by:		

Date:		
STEP 3: EVALUATION OF THE FULL APPLICATION FORM		
DECISION 3:		
A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The verification of the proposal has been conducted by: Date:		
STEP 4: ELIGIBILITY VERIFICATION		
3. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of <u>all partners</u>		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
The assessment of the eligibility has been conducted by: Date:		
DECISION 4:		
The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines.		

**APPENDIX 5: GRANT APPLICATION FORM IN OTHER
COMMUNITY INSTRUMENTS (NSA&LA –MULTI-COUNTRY)**



European Commission

**Non-State Actors and Local Authorities in Development
Actions in partner countries (Multi-country)**

Grant Application Form (Parts A and B)

Budget lines 21 03 01 and 21 03 02

Reference: **EuropeAid/126340/C/ACT/Multi**

Deadline for submission of Concept Notes: **11 February 2008**

<u>Name of applicant:</u>	
<u>Nationality of applicant and type of actor:</u>	
<u>Title of the action:</u>	
<u>Locations of the action - Specify the countries in which the Action will take place</u>	-
<u>Geographic area:</u>	
<u>Partner 1 - please indicate name, nationality and type of actor (NSA or LA) and add as many rows as partners</u>	
<u>Microfinance - please indicate whether the action foresees the provision of micro credits or components related to microfinance.</u>	

<u>Total eligible cost of the action (A) in EUR</u>	
<u>Amount requested from the European Commission (B) in EUR</u>	
<u>% of total eligible cost of action (B/Ax100)</u>	
<u>Total duration of the action in months:</u>	-

Contact details for the purpose of this action:	
Postal address:	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action :	
Contact person's email address :	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the European Commission. The European Commission will not be held responsible in case it cannot contact an applicant.

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form 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 this 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 form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

Part A - CONCEPT NOTE

I. GUIDANCE FOR THE DRAFTING OF THE CONCEPT NOTE¹⁴

There is no specific template for the Concept Note but the applicant has to ensure that the text of its concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid of the Guidelines). The applicant may provide any additional information that it may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - past activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

Provide a general presentation and analysis of the problems and their interrelation at all levels. Identify clearly specific problems to be addressed by the action.

Include a brief description of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints in general of the target countries and to the target groups/final beneficiary groups in particular.

Demonstrate the relevance of the proposal to the objectives and the priorities presented in the Guidelines.

2. Description of the action and its effectiveness

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

a description of the overall objective of the action, outputs and expected results;

a description of the proposed activities and their effectiveness;

involvement of any implementing partners, their role and relationship to the applicant;

other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.

3. Sustainability of the action

Provide an initial risk analysis and possible contingency plans. This should include at least a list of risks associated for each activity proposed accompanied by relevant corrective measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

Give the main preconditions and assumptions during and after the implementation phase.

Explain how sustainability will be secured after completion of the action. This can include aspects of necessary follow-up activities, built in strategies, ownership by target groups etc.

II. CHECKLIST FOR CONCEPT NOTE

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND SATISFIES THE FOLLOWING CRITERIA:	To be filled in by the applicant		To be filled in by the European Commission	
	Yes	No	Yes	No
Title of the Proposal:				
1. The instructions for Concept Notes, published for this Call for Proposals, have been followed.				
2. The proposal is typed and is in English, French, Spanish or Portuguese.				
3. One paper original is included.				
4. An electronic version of the Concept Note (CD-Rom) is enclosed.				
5. The duration of the action is equal to or lower than 60 months (the maximum allowed).				
6. The duration of the action is equal to or higher than 24 months (the minimum allowed).				
7. The requested contribution is equal to or higher than 500 000 EUR (the minimum allowed).				
8. The requested contribution is equal to or lower than 4 000 000 EUR (the maximum allowed).				
9. For proposals submitted by NSA or LA from a partner country the requested contribution is equal to or less than 90 % of the total eligible costs (maximum percentage allowed).				
10. For proposals submitted by European NSA or LA the requested contribution is equal to or less than 75 % of the total eligible costs (maximum percentage allowed).				
11. The action takes place in at least two partner countries.				
12. The action foresees cooperation with a partner organisation in each of the (other) countries where the action will take place.				
13. The Declaration by the applicant has been filled in, has been signed and has been sent together with the Concept Note				

III. DECLARATION BY THE APPLICANT FOR CONCEPT NOTE

The applicant, represented by the undersigned being the authorised signatory of the applicant, and, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that:

it has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

it undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
 it is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;

it and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm.) Furthermore, it recognizes and accepts, if it participates in spite of being in any of these situations, that it may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

if selected, it is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants;

it and each partner are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;

if recommended to be awarded a grant, it accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);

it and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

Reference of the Call for Proposals	EuropeAid/126340/C/ACT/Multi
Title of the Call for Proposals	Non-State Actors and Local Authorities in Development – Actions in partner countries (Multi-country)
Name of the applicant	
N° of the proposal	

PART B. FULL APPLICATION FORM

I. The action

4. DESCRIPTION

Title

Location(s)

Countries, region(s), town(s)

Cost of the action and amount requested from the European Commission

Please follow the instructions under point 3 and 4 of the present Application Form, paying particular attention to Sections 1.3 and 2.2.5 of the Guidelines for Grant Applicants for this call.

Summary (max 1 page)

Total duration of the action	<i>... months</i>
Objectives of the action	<i>Overall objective(s)</i> <i>Specific objective</i>
Partner 1 - please indicate name, nationality and type of actor (NSA or LA) and add as many rows as partners	
Target group(s)	
Final beneficiaries	
Estimated results	
Main activities	
If applicable, please specify all activities related to microfinance and indicate the total budgeted amount for such activities.	

Where applicable, clearly indicate the sector¹⁵, theme, or geographical area specified in the Call for Proposals to which the proposed action would apply:

Objectives (max 1 page)

Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

Relevance of the action (max 3 pages)

Please provide the following information:

Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.

Provide a detailed description of the target groups and final beneficiaries and estimated number.

Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.

Demonstrate the relevance of the action to the needs and constraints in general of the target countries and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.

Demonstrate the relevance of the action to the priorities and objectives presented in the Call Guidelines.

Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

Overall Objective and the Purpose of the Action (max 1 page). Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.

Outputs and expected results (max 4 pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects).

The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.

Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action.

Methodology (max 4 pages)

Describe in detail:

the methods of implementation and reasons for the proposed methodology;

where the action is the prolongation of a previous action or project, explain how the action is intended to build on the results of this previous action;

where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the EC;

the procedures for follow up/monitoring and internal/external evaluation;

the role and participation in the action of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;

the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);

the main means proposed for the implementation of the action (equipment, tools...);

the involvement of any implementing partners, their role and relationship to the applicant;

the attitudes of all stakeholders towards the action in general and the activities in particular;

any anticipated synergies with, or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.

Duration and indicative action plan for implementing the action

The duration of the action will be <X> months. The indicative action plan may not prejudice a specific start up implementation date. To this end, it may not make reference to specific dates or months, and therefore simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.

The action plan will be drawn up using the following format:

Year 1													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

For the following years:									
Activity	Semester 3	4	5	6	7	8	9	10	Implementing body
Example	example								example
Execution Activity 1 (title)									Local partner 1
Execution Activity 2 (title)									Local partner 2
Preparation Activity 3 (title)									Local partner 1
Etc.									

Sustainability (max 3 pages)

Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated for each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

Describe the main preconditions and assumptions during and after the implementation phase.

Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership by target groups, etc.

In so doing, please make a distinction between the following 3 dimensions of sustainability:

Financial sustainability (financing follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.);

Institutional level (which structures would allow, and how, the results of the action to continue to be in place after the end of the action? Address issues about the local "ownership" of action outcomes);

Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.).

Logical framework

Please fill in Annex C¹⁶ to the Guidelines for applicants.

5. BUDGET FOR THE ACTION

Please note that the cost of the action and the contribution requested from the European Commission must be expressed in EUR

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

¹⁶ Explanations can be found at the following address:
http://ec.europa.eu/europeaid/reports/index_en.pdf

6. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are two different sheets to be completed

7. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past five years

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which you are requesting a grant.

Project title:		Sector (see section 2.2 of section II):			
Location of the action	Cost of the action (EUR)	lead manager or partner	Donors to the action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Object and results of the action (if it has been completed)					
...					

II. THE APPLICANT

1. IDENTITY

Name of the organisation	
Abbreviation :	
Legal Entity File number/ ongoing contract number	
EuropeAid ID number	
Date of Registration	
Official address	
Nationality	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	

2. PROFILE

Legal status	
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> No, independent

2.4. Category

Category	Public	Private
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation	Implementation Agency University/Education Research Institute Think Tank Foundation Association Media Network/Federation Professional and/or Industrial Organisation Trade Union Cultural Organisation Commercial Organisation Other Non State Actor

2.5. Sector(s)

<input type="checkbox"/> 112	Basic education
<input type="checkbox"/> 113	Secondary education
<input type="checkbox"/> 114	Post-secondary education
<input type="checkbox"/> 121	Health, general
<input type="checkbox"/> 12240	Basic Nutrition
<input type="checkbox"/> 12250	Infectious Disease Control
<input type="checkbox"/> 12261	Health Education
<input type="checkbox"/> 12281	Health Personnel Development
<input type="checkbox"/> 13020	Reproductive Health Care
<input type="checkbox"/> 13040	STD control including HIV/AIDS
<input type="checkbox"/> 14	WATER SUPPLY AND SANITATION
<input type="checkbox"/> 15130	Legal and judicial development
<input type="checkbox"/> 15140	Government administration
<input type="checkbox"/> 15150	Strengthening civil society
<input type="checkbox"/> 15161	Elections
<input type="checkbox"/> 15162	Human Rights
<input type="checkbox"/> 15210	Security system management and reform
<input type="checkbox"/> 15220	Civilian peace-building, conflict prevention and resolution
<input type="checkbox"/> 15230	Post-conflict peace-building (UN)
<input type="checkbox"/> 15240	Reintegration and SALW control
<input type="checkbox"/> 15250	Land mine clearance
<input type="checkbox"/> 15261	Child soldiers (prevention and demobilisation)
<input type="checkbox"/> 16064	Social mitigation of HIV/AIDS
<input type="checkbox"/> 21	TRANSPORT AND STORAGE
<input type="checkbox"/> 220	Communications
<input type="checkbox"/> 22030	Radio/Television/Print Media
<input type="checkbox"/> 22040	Information and communication technology (ICT)

- 23 ENERGY
- 24 BANKING AND FINANCIAL SERVICES
- 25 BUSINESS AND OTHER SERVICES
- 311 Agriculture
- 312 Forestry
- 313 Fishing
- 321 Industry
- 322 Mineral resources and mining
- 323 Construction
- 331 Trade policy and regulation
- 332 Tourism
- 41 GENERAL ENVIRONMENTAL PROTECTION
- 42010 Women in development
- 52 DEVELOPMENTAL FOOD AID/FOOD SECURITY
- 600 ACTION RELATING TO DEBT
- 7 HUMANITARIAN AID
- 72030 Aid To Refugees (In Recipient Country)
- 730 Reconstruction relief
- 740 Disaster prevention and preparedness
- 92010 Support to national NGOs
- 92020 Support to international NGOs
- 92030 Support to local and regional NGOs
- 99820 Promotion of Development Awareness

2.6. Target group(s)

- All
- Child soldiers
- Children (less than 18 years old)
- Community Based Organisation(s)
- Consumers
- Disabled
- Drug consumers
- Educational organisations (school, universities)
- Elderly people
- Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
- Indigenous peoples
- Local authorities
- Migrants
- Non Governmental Organisations
- Prisoners
- Professional category
- Refugees and displaced
- Research organisations/Researchers
- SME/SMI
- Students
- Urban slum dwellers
- Victims of conflicts/catastrophies
- Women
- Young people
- Other (please specify):

3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

2.1. Experience by Sector (for each sector selected in 2.2.)

Sector	Year(s) of Experience	Experience in the last 3 years	Number of Projects	Estimated Amount (in thousand Euros)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown

2.2. Experience by Geographical area (country or region)

By Geographical area (country or region)	Year(s) of Experience	Number of Projects	Estimated Amount (in thousand Euros)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown

Indicative list of regions

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa
- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

Cross-reference of experience by Sector and by Geographical area:

Sector(s) (as selected in 2.2)	Geographical area(s) (country or region, as identified previously)

2.3. Resources

3.3.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N						
N-1						
N-2						

3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Third Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N – 1	<input type="checkbox"/> EU Commission		N/A
N – 1	<input type="checkbox"/> Member States Public Bodies		N/A
N – 1	<input type="checkbox"/> Third Countries Public Bodies		N/A
N – 1	<input type="checkbox"/> United Nations		N/A
N – 1	<input type="checkbox"/> Other International Organisation(s)		N/A
N – 1	<input type="checkbox"/> Private Sector		N/A
N – 1	<input type="checkbox"/> Member's fees		
N – 1	<input type="checkbox"/> Other (please specify):		N/A
N – 1	Total	100%	N/A
N – 2	<input type="checkbox"/> EU Commission		N/A
N – 2	<input type="checkbox"/> Member States Public Bodies		N/A
N – 2	<input type="checkbox"/> Third Countries Public Bodies		N/A
N – 2	<input type="checkbox"/> United Nations		N/A
N – 2	<input type="checkbox"/> Other International Organisation(s)		N/A
N – 2	<input type="checkbox"/> Private Sector		N/A
N – 2	<input type="checkbox"/> Member's fees		
N – 2	<input type="checkbox"/> Other (please specify):		N/A
N – 2	Total	100%	N/A

Furthermore, where the grant requested exceeds EUR 500 000, please provide the references of the external audit report established by an approved auditor for the last financial year available. This obligation does not apply to international organisations nor to public bodies. Nor does it apply to secondary and higher education establishments.

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N – 1		From dd/mm/yyyy to dd/mm/yyyy
N – 2		From dd/mm/yyyy to dd/mm/yyyy

3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Local staff: recruited and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

Name	Profession	Function	Country of Nationality	On the board since
Mr				
Ms				

5. ADDITIONAL INFORMATION WITH REGARD TO ACTIONS IN THE FIELD OF MICROFINANCE

As foreseen in annex H of the Guidelines for grant applicants (under ‘additional eligibility criteria’) please supply hereafter all relevant information with regard to in-house technical staff of the applicant organisation with sector-specific experience and expertise:

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for **each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section must not be mentioned in this section. You must make as many copies of this table as necessary to create entries for more partners.

Full legal name	
Date of registration	
EuropeAid ID number:	
Legal status	
Official address	
Nationality	
Contact person	
Telephone number: country code + city code + number	

Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to the role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

2. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the European Commission requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

7. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the European Commission.
8. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the European Commission and represent them in all dealings with the European Commission in the context of the action's implementation.
9. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
10. All partners must receive copies of the reports - narrative and financial - made to the European Commission.
11. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the European Commission. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the European Commission.
12. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the European Commission.
I undertake to comply with the principles of good partnership practice.

Name:	
-------	--

Organisation:	
Position:	
Signature:	
Date and place:	

IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name	
EuropeAid ID number:	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

V. CHECKLIST

EuropeAid/126340/C/ACT//Multi - Non-State Actors and Local Authorities in Development – Actions in partner countries (Multi-country)
Budget lines 21 03 01 and 21 03 02

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
EuropeAid ID number	
Nationality and date of registration	
Legal Entity File number	
Legal status	
Partner 1	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
Partner 2 NB: Add as many rows as partners	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the applicant		To be filled in by the European Commission	
	Yes	No	No	Yes
Title of the Proposal:				
1. The correct grant application form, published for this call for proposals, has been used				
2. The proposal is typed and is in English, French, Spanish or Portuguese				
3. One paper original is included				
4. An electronic version of the proposal (CD-Rom) is enclosed				
5. Each partner has completed and signed a partnership statement and the statements are included.				
6. The budget is presented in the format requested, is expressed in € and is enclosed				
7. The logical framework has been completed and is enclosed				
8. The duration of the action is equal to or lower than 60 months (the maximum allowed)				
9. The duration of the action is equal to or higher than 24 months (the minimum allowed)				
10. The requested contribution is equal to or higher than 500 000 euros (the minimum allowed)				
11. The requested contribution is equal to or lower than 4 000 000 euros (the maximum allowed)				
12. For proposals submitted by NSA or LA from a partner country the requested contribution is equal to or less than 90% of the total eligible costs (maximum percentage allowed)				
13. For proposals submitted by European NSA or LA the requested contribution is equal to or less than 75 % of the total eligible costs (maximum percentage allowed).				
14. The detailed budget does not vary by more than 20% from the estimation presented in the corresponding Concept Note				
15. The Declaration by the applicant has been filled in and has been signed				

VI. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned being the authorised signatory of the applicant, and, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

it has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

it undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;

it is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;

it and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: Furthermore, it recognizes and accepts that if it participates in spite of being in any of these situations, it may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

if selected, it is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;

it and each partner are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;

if recommended to be awarded a grant, it accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);

it and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the current year:

- <list only actions in the same field as this proposal>

The applicant is fully aware of the obligation to inform without delay the European Commission to which this application is submitted if the same application for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this grant application.

The applicant declares that the information provided in the Grant Application form and in this Declaration is correct and does not vary (except for the possible changes specified hereafter) from the one given in the Concept Note form in the first phase of this Call. It understands that any change between both applications that is not being brought to the attention of the European Commission might lead to the rejection of the proposal submitted.

If any changes have occurred please specify:

Signature and date.....