



**Conferences**  
Guide for Applicants

# Call for Proposals 2013

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## PREFACE

Dear Applicant,

Welcome to the guide for submitting conference proposals to the second Programme of Community action in the field of health (2008 – 2013).

It has been designed to offer you a user-friendly tool that guides you through the submission procedure and the application forms. It also serves as a reference tool and can be used as a quick guide to answer any questions you may have when preparing your application.

However, this is not a legally binding document. In case of doubt please consult the second Programme of Community action in the field of health (2008 – 2013), the annual Work plan for 2013 or the 2013 Call for Proposals for conferences document.

The guide consists of two chapters:

- General information

- Describes the legal terms and general conditions for participating in the Health Programme, in particular through the Call for proposals for conferences;
- Explains the Health Programme's evaluation and selection process that conference proposals are subject to;
- Lists the documents needed to prepare a conference proposal and gives recommendations to organise your work;
- Describes informatics aspects, such as software requirements and configuration of settings;
- Presents the structure of the conference application form;
- Describes the procedure how to submit the conference proposal;

- Practical Information

Provides a step-by-step description of how to fill in the application form for conference proposals.

In case of further questions the following options are at your disposal:

- 1 The Frequently Asked Questions (FAQ), which can be found on-line <http://ec.europa.eu/eahc/>
- 2 The helpdesk of the Executive Agency for Health and Consumers (EAHC) via e-mail: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu)

- 3 The helpdesk of the Executive Agency for Health and Consumers (EAHC) via telephone call: +352-4301-37707. This helpdesk is open on weekdays between 9.30-12.00 and 14.00 - 17.00.

**Please do not contact the helpdesk before having tried to find the information in the documentation that is provided to you.**

This guide is updated annually to make it as user-friendly as possible. You are more than welcome to share with us your comments and suggestions on how to further improve the guide by sending an e-mail to the helpdesk.

Finally, please be aware that filling in the form can take some time even if you have all the necessary documents at your disposal. Do not wait until the last minute to complete the form. We advise to draft an extensive outline of the proposal in a free style and then edit your text so that it fits into the different parts/chapters of the application form. Avoid typing directly into the windows.

Good luck!

Your EAHC Health Call Team

## PREAMBLE

This Guide for Applicants does not supersede the rules and conditions laid out in the following documents:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) no 1605/2002, hereafter referred to in this document as the Financial Regulation;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, hereafter referred to in this document as the Rules of Application of the Financial Regulation;
- Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a Second Programme of Community action in the field of Health (2008-2013)<sup>5</sup> referred to in this document as Decision No 1350/2007/EC;
- Commission Decision published on 8 December 2012 (OJ C 378/2012 p.6) on the adopting the work plan for 2013 for implementation of the programme of Community action in the field of health (2008 - 2013), including budgetary provisions and criteria for a grant award, hereafter referred to in this document as the work plan 2013;
- 2013 Call for conference proposals – Second Programme of Community action in the field of Health (2008- 2013), hereafter referred to in this document as Call for proposals for conferences;
- Conference model grant agreement, hereafter referred to in this document as the grant agreement.

## **1. LEGAL FRAMEWORK AND PARTICIPANTS**

### **1.1. Objectives of the second Health Programme and 2013 work plan**

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008 - 2013).

The general objectives of the programme are:

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2013 work plan sets out the activities, grouped in strands, to implement the programme's objectives.

Work under conference grants should correspond to the three objectives of the Health Programme. To be awarded funding, conferences should directly promote the priorities of the EU as set out in Commission Communication COM (2010)2020 of 3 March 2010 *EUROPE 2020: A Strategy for smart, sustainable and inclusive growth*<sup>1</sup>. Issues that are particularly relevant include active and healthy ageing, including health promotion and prevention of diseases; prevention of health inequalities, including ensuring better access to health care for all and questions relating to the health workforce.

### **1.2. EU contribution**

EU co-financing for conferences is calculated on the basis of eligible costs incurred. The maximum rate of EU co-financing is 50%. The Executive Agency will determine in each individual case the maximum percentage to be awarded.

The Health Programme's budget for the period 2008-2013 is € 321.500.000. For the work plan 2013, the indicative amount of the operating budget is € 51.260.900. Of this amount, €600.000 is reserved for the call for proposals for conferences.

This is a relative small amount that will allow for the co-funding of only a limited number of conferences. Consequently, before investing time and energy in the preparation of an application in order to obtain a grant for a conference, we advise you to carefully examine the efficiency, expected results and potential impact of this type of action with regard to the objectives you wish to achieve.

Given the complementary and motivational nature of EU grants, conferences are financed under the shared cost principle<sup>2</sup>. If the amount granted by the Executive Agency is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to

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<sup>1</sup> COM (2010) 2020 of 3 March 2010 on *Europe 2020 A strategy for smart, sustainable and inclusive growth*: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC2020:EN:NOT>

<sup>2</sup> Art. 125 of the Financial Regulation and Art. 183 of the Rules of Application

cut down on the total cost of the conference without diluting either the objectives or the content.

### **1.3. Eligible applicants**

The eligibility criteria are laid down in the Call 2013. The following main elements are especially drawn to the attention of applicants:

Only legal persons or entities which do not have legal personality under the applicable national law (provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons) are eligible. The application shall state the legal status of the applicant.

EU financial contribution may be awarded to **public bodies or non-profit making bodies** if established in one of the below mentioned eligible countries. Public administrations and other public sector bodies as well as non-governmental organisations including universities, higher education establishments, research institutions can submit a conference proposal. **Private entities** may participate in the programme under the condition that they are non-for-profit. The assessment of the non-profit-making status of the applicant will be made on the basis of the statute or official registration certificate that should be provided together with the application form.

All entities established in one of the 27 Member States of the European Union are eligible for this call. The call is also open to entities established in the EFTA/EEA countries (Iceland, Liechtenstein and Norway) on the basis of the Agreement on the European Economic Area.

Entities from other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the Western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Of these countries, Croatia has concluded these arrangements with the European Union and participates in the Programme. Therefore, entities from Croatia are considered eligible for funding from the second Health Programme.

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme.

### **1.4. Implementation period**

**As indicated in the work plan 2013 (see chapter 3.4), conferences eligible for co-funding must be held in 2014.** The evaluation of the conference proposals is planned in such a way as to allow for timely information of the successful and non-successful applicants, once the official decisions will have been taken.

The duration of the action, including preparation, organisation and follow-up of the conference should not exceed **12 months**.

## **1.5. Role and responsibility of the beneficiary**

Please note that in the grant agreement, the term applicant will change to “beneficiary”. As a general rule, a conference grant is a single beneficiary agreement, therefore the distinction between main and associated beneficiary does not apply. In the present guide, all sections referring to the contractual relations between the Executive Agency and the conference grant beneficiary will be using the denomination "beneficiary".

- The beneficiary has full responsibility to ensure that the conference is implemented according to the grant agreement. He is responsible for the technical and financial management of the conference; he is also responsible for the administrative management of the conference by providing the Executive Agency with all required documents and information, particularly in relation to payment requests (i.e. original accounting documents, signed copies of sub-contracts etc.);
- The beneficiary shall inform the Executive Agency immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware;
- Any claims the Executive Agency may have addressed to the beneficiary regarding the grant agreement shall be immediately answered by him;
- The beneficiary bears the responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Article II.27 of the grant agreement.

### ***1.5.1. Subcontracting***

- As a principle, no essential tasks can be subcontracted and it may only cover the implementation of a limited part of the action.
- The rules of procurement should be always respected.
- The beneficiary is expected to have the resources necessary to carry out the work proposed. Nevertheless, in certain circumstances, subcontracting of some aspects of the work especially organizational and logistic aspects of a conference may be more cost effective or efficient.
- Subcontractors are service providers to the beneficiary who fully funds (100%) their activity;
- Subcontractors shall not contribute financially to the conference;
- Subcontractors have no access or rights to the results of the conference.

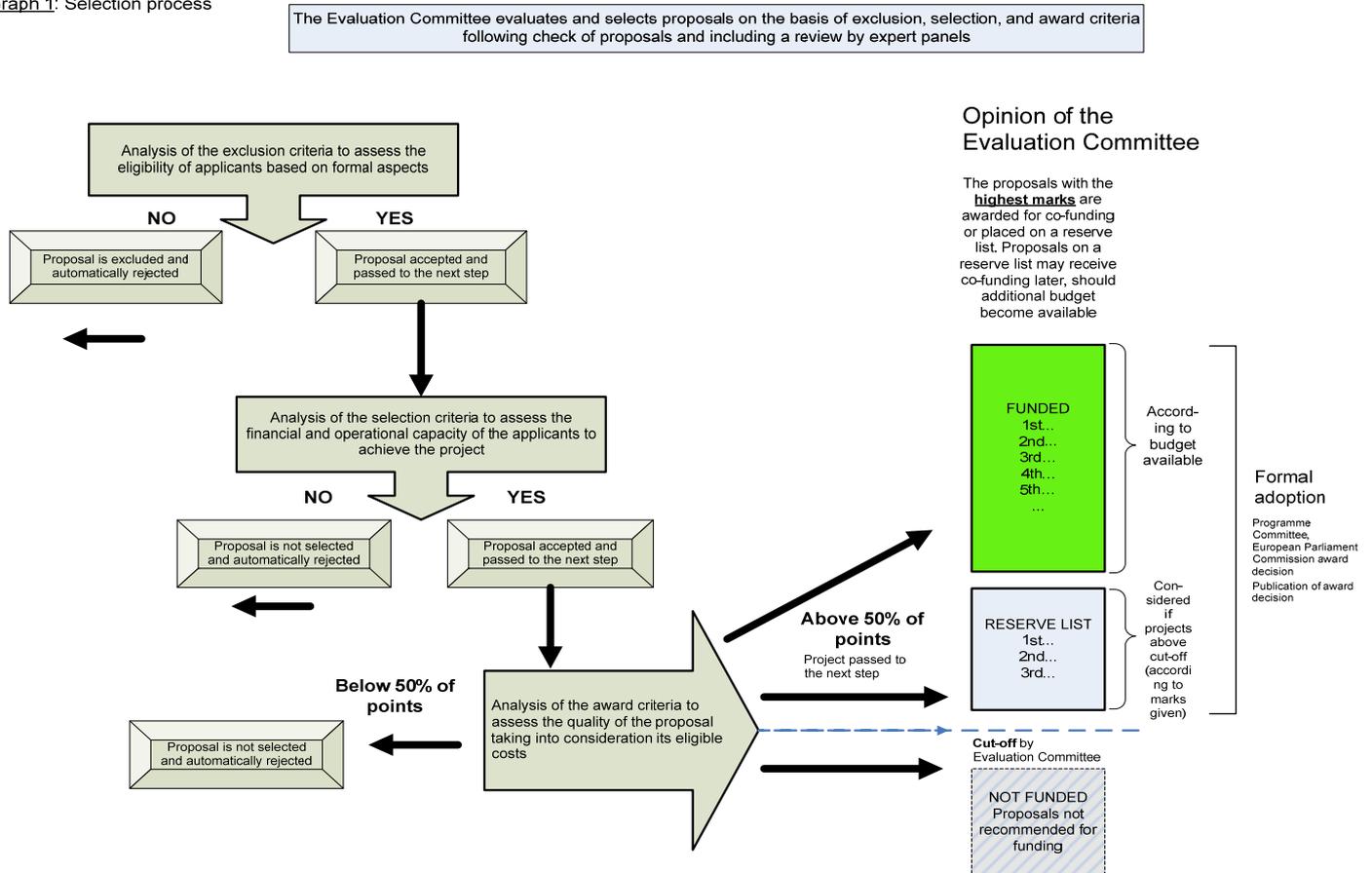
Please refer to the chapter on subcontracting in this Guide and the provisions of the grant agreement, for more details about the procedure.

## **2. EVALUATION OF THE PROPOSAL**

The section describes how the proposals received are selected for funding, including the criteria and the consecutive stages of the evaluation process.

## 2.1. Diagram of the Executive Agency's conference evaluation process

Graph 1: Selection process



## 2.2. Evaluation process: general principles

The evaluation of proposals is carried out in the **strictest confidence**.

Proposals must comply with the following principles:

- Co-financing rule: you need to have **your own financial resources** or financial resources of third parties to contribute to the costs of the conference;
- Non-profit rule: the grant **may not have the purpose or effect of producing a profit** for you;
- Non-retroactivity rule: you **shouldn't start spending on the conference before the starting date** stipulated in the grant agreement;

- Non-cumulative rule: each action (e.g. organization of a conference) may give rise to the award of **only one grant** to any one beneficiary (you can't get paid twice for the same cost);

### **2.3. Evaluation process: eligibility, exclusion and selection criteria**

**The eligibility, exclusion and selection criteria for conference proposals and the obligatory supporting documents are specified in the Call 2013, Annex V.** Please read these criteria carefully and attach the mandatory supporting documents to your application, as conference proposals failing to meet any of these criteria will be excluded and not submitted to the evaluation of the award criteria.

### **2.4. Evaluation process: award criteria**

Only conference proposals which have met the requirements of the eligibility, exclusion and selection criteria will be eligible for further review by external experts and the Evaluation Committee on the basis of the award criteria.

More specifically, each proposal will be assessed according to the points set out in the table below, while a threshold is also set for each of the award criteria blocks.

Any proposal that does not reach all of these thresholds will be rejected.

<b>Content of the proposal</b> <b>60/100</b> (threshold: 30)	<b>Proposed weighting</b>	<b>Management Quality</b> <b>40/100</b> (threshold: 20)	<b>Proposed weighting</b>
a) Relevance of the content and expected results of the event in relation to the objectives and priorities described in the work plan for 2012	15	a) Planning of the event Applicants must clearly describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, and financial circuits and provide a risk analysis	15
b) Participation Applicants must clearly describe the expected number and profile/function of target participants in the event, making reference to distribution by Member State, organisation and type of expertise.	15	b) Organisational capacity Applicants must clearly describe the management structure, competence of staff, responsibilities, decision-making, monitoring and supervision	10
c) European dimension Conferences must have a wide European Union dimension, with participants from 10 or more countries participating in the Health Programme;	15	c) Overall and detailed budget Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself and in relation to the objective/s of the conference.	15
d) Follow-up and evaluation methodology Applicants must clearly describe the dissemination strategy. An adequate evaluation must be provided based on an evaluation plan with corresponding design, method, responsibilities and timing making use of indicators	15		
<b>Total of points</b>	<b>60</b>		<b>40</b>

Below you will find orientation regarding what is expected under each of the individual criteria; **this text has a purely informative role.**

#### **A. Content of the proposal (60 points; threshold 30 points)**

(1) Relevance of the content and expected results of the event in relation to the objectives and priorities described in the work plan for 2013 (15 points)

The proposal must be compatible with the Health Programme and its annual work plan. The conference must clearly deal either partially or in totality with one or several priority topics of the 2013 work plan. It should also take into account the priorities set out on the Communication from the Commission: *“Europe 2020 A strategy for smart, sustainable and inclusive growth*

## (2) Participation (15 points)

- The applicant should describe the number, profile and competence/function of the expected participants in the event, making reference to distribution by Member State, organisation and type of expertise.

The objective of a conference is to bring added value to the existing public health knowledge and to EU policies formulated or in the process of being so, allowing the practical use of that knowledge on the field. Therefore the composition of the target public who will attend the conference forms the corner stone of the added value.

## (3) European dimension (15 points):

- The conference should have a wide-European Union dimension, with participants of representations from 10 or more countries participating in the second Health programme.

As public health practices and policies differ considerably between EU Member States, conferences funded within the EU second Health Programme should take account of this geographical, cultural and social diversity. A sufficient number of organisations from different EU Member States and candidate countries should be involved in the conference depending on the scope, objectives and target group of the conference.

## (4) Follow-up and evaluation methodology (15 points):

- The conference holder must describe the actions on follow-up and the indicators to be used to verify the achievement of the objectives proposed.

As the objective of a conference is to add value to the public health knowledge, in most of the cases it will be very important to disseminate properly the results of the conference to a broader public than the conference participants. The applicants have to describe their dissemination strategy.

The indicators are important in order to monitor a conference. This relates to the internal evaluation of the conference, i.e., the evaluation carried out by the conference holder himself. An adequate evaluation should be foreseen based on an evaluation plan with corresponding design, method, responsibilities and timing making use of indicators.

## **B. Management Quality (40 points; threshold 20 points)**

### (a) Planning of the event (15 points):

- Applicant must describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, risk analysis, financial circuits.

To achieve its objectives, a conference foresees a number of activities. These actions need to be described to serve as a guideline for the conference organisation.

All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the conference organisation. The time to complete the tasks of the conference organisation must be realistic, taking into account the available resources (person/days) and capacities.

A deliverable is a physical output related to a specific objective of the conference, e.g. report, publication, newsletter. Each deliverable must be assessable by the stakeholders and Executive Agency. All public (non-confidential) deliverables need to be submitted to the Executive Agency within one month of their completion in order to publish them on the Executive Agency's web-site.

The nature and distribution of tasks have to be described.

Even in the best-planned events there are uncertainties, and unexpected events can occur. A risk analysis at the start of the conference organisation will help to predict the risks that could prevent the conference from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the conference, and what can be done about it.

## (2) Organisational capacity (10 points):

- Applicants must describe the management structure, competency of staff, responsibilities, decision making, monitoring and supervision.

The conference holder must have the necessary skills, expertise and authority to lead a team and to achieve the conference proposal objectives. He or she should also be capable of using the resources in a flexible way. There should be a clear division of responsibilities and tasks between the conference leader and other staff involved.

A very short description of the key staff members has to be presented, illustrating their competence, expertise, leadership quality and authority required by the conference organisational tasks. This summary CV will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers ...) of the staff.

The management of a public health conference implies the coordination of several participants located in different countries. It is thus important to have a good communication plan in place, which details how information will be circulated between the participants, how decisions will be taken, by whom, and what the procedure will be in case of conflict

The management of an action requires the systematic monitoring of the activities to check whether they are implemented according to plan, whether results and deliverables are attained at the milestones, if there are obstacles or difficulties which may prevent the conference from delivering, and to assure the overall quality of the conference implementation. Coordination meetings may be planned for.

## (3) Overall and detailed budget (15 points):

- Applicants must ensure that budget is relevant, appropriate, balanced and consistent in itself with the specific objectives proposed

The overall budget should be balanced and respecting the rules stated in the handbook. The overall budget should be coherent with the objectives of the conference, taking into account the respective roles and providing for the necessary coordination meetings to be held. If such meeting includes other participants than the conference holder staff and/or the presence of staff of the Executive Agency is warranted, it shall take place at the Executive Agency's premises in Luxembourg. The budget assigned to each objective and the costs per expenses category should be reasonable. It should be possible to link all expenses to a specific activity described in the proposal. .

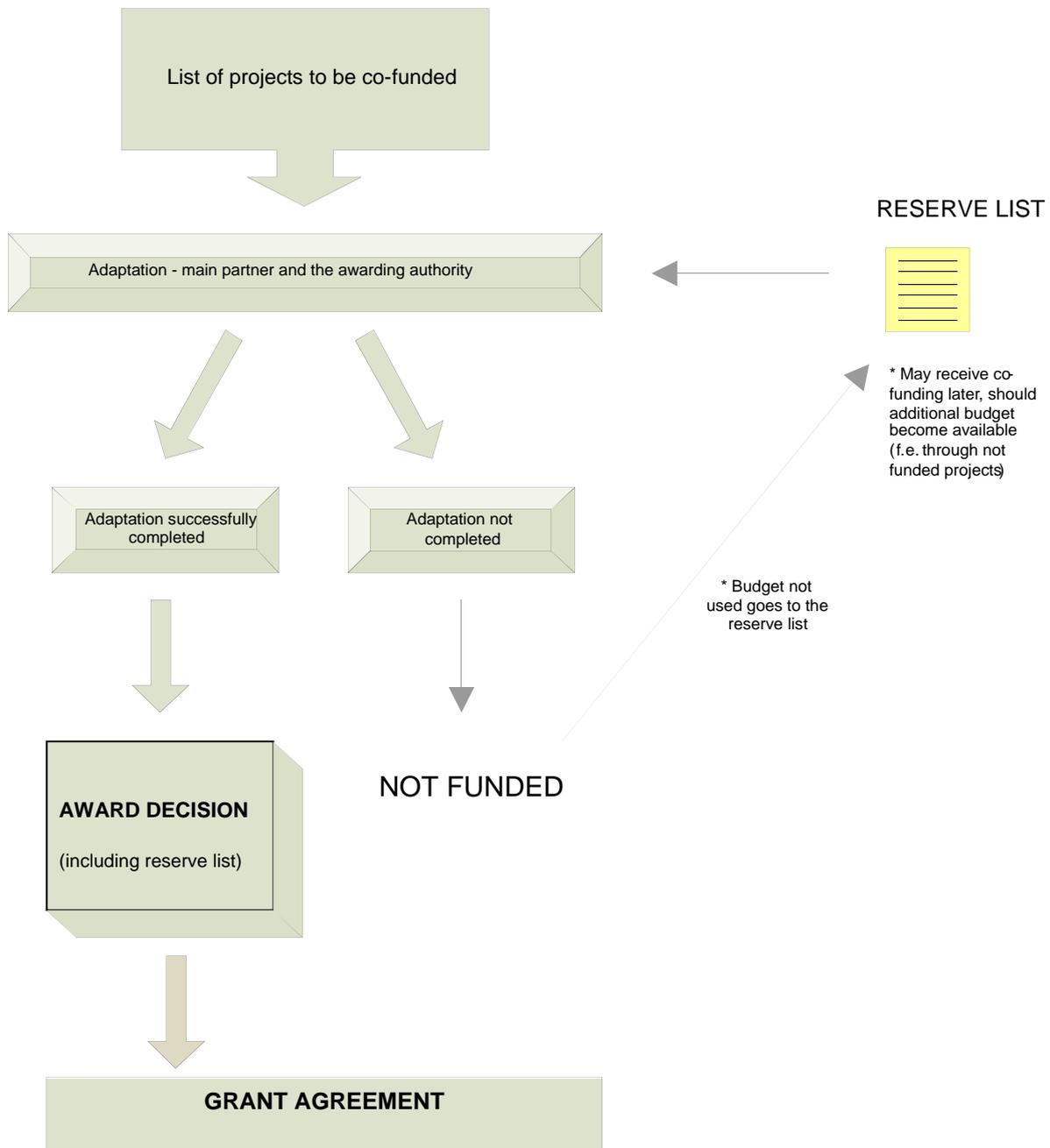
## **2.5. Outcome of the evaluation**

The Executive Agency cannot provide any information while the applications are being evaluated.

Following the evaluation, proposals recommended for funding are drawn up in a list, ranked according to the total marks received.

## 2.6. Process following the recommendation for funding

Graph 2: Process following recommendation for funding



Applicants of proposals highest ranked for EU co-funding may be invited to adjust/adapt their proposal in the light of the recommendations of the Evaluation Committee. It should be underlined that these adjustments should respect the equal treatment principle and that the overall objectives cannot be changed. Also, EU co-funding remains subject to a successful outcome of this process.

In line with the above, during the adjustment phase, further administrative and financial information might be requested by the Executive Agency.

Applicants should also note that the Executive Agency may offer best ranked applications a lower contribution than the amount requested, or may attach specific conditions before the award decision of the Commission is made.

Following successful completion of the adjustment phase, the European Commission will make the award decision for the Call 2013. Depending on budget availability, the highest ranked proposals will be awarded EU co-funding. The remaining proposals recommended for EU-co-funding will be places on a reserve list.

All applicants will be informed of the decision on their application in writing (the letter will be addressed to their legal representative). Applicants shall be informed as soon as possible and, in any case, within 15 calendar days after the publication of the award decision, in accordance with Article 133 of the Financial Regulation and Article 205 of the Rules of Application.

Only after this, the Executive Agency will proceed with the signature of the respective grant agreements.

Finally, the applicants shall note that during the above mentioned procedure the Executive Agency will seek to safeguard the interest of the European Union and may, based on the assessment of the financial viability, ask for a **bank guarantee** or other suitable measures (only from the contracted beneficiaries).

### **3. IT ASPECTS RELATED TO THE APPLICATION FORM**

The application form is only available as an Adobe file.

The proposal must be submitted in **Adobe Acrobat Reader, version X (10.1.3) or higher.**

#### **3.1. Installing and updating Acrobat Reader**

You are strongly recommended to install or update Adobe Acrobat Reader before opening the application form. **The required version is Adobe Acrobat Reader X (10.1.3) or more recent version.**

The installation and update of Adobe Acrobat Reader is completely free of charge.

The following link gives you access to the page where you can download Adobe Acrobat Reader X or higher version:

<http://get.adobe.com/reader/>

If you need more help for downloading, please visit the Adobe download support webpage:

<http://www.adobe.com/support/reader/>

**3.2. Required Configuration to install Adobe Reader X**

**3.2.1. *Windows Operating Systems***

- Microsoft Windows XP Home, Professional, or Tablet PC Edition with Service Pack 3 (32 bit) or Service Pack 2 (64 bit); Windows Server 2003 (32 bit and 64 bit; Service Pack 2 required for 64 bit); Windows Server 2008 or 2008 R2 (32 bit and 64 bit); Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with Service Pack 2 (32 bit and 64 bit); Windows 7 Starter, Home Premium, Professional, Ultimate, or Enterprise (32 bit and 64 bit)
- Intel® 1,3GHz or equivalent processor
- 512MB of RAM (1024MB or more recommended)
- 260MB of available hard-disk space
- Microsoft Internet Explorer 7 or 8; Firefox 3.5 or 3.6
- 1024x576 screen resolution
- Microsoft Internet Explorer 7 or 8; Firefox 3.5 or 3.6

**3.2.2. *Macintosh Operating Systems***

- Intel processor
- Mac OS X v10.5.8 or v10.6.4
- 512MB of RAM (1GB recommended)
- 415MB of available hard-disk space
- 800x600 screen resolution (1024x768 recommended)
- Safari 4 for Mac OS X v10.5.8; Safari 4 or 5.0.x for Mac OS X v10.6.4

**3.3. Fields of the application form**

The general characteristics of the fields are shown below:

a) Fields to be completed



Mandatory zones in red with an asterisk



Grey zones to be filled in when applicable



Blank fields for proposal content



Dropdown lists

b) Automatically completed fields



Striped bright red zones



Striped in bright grey zones

The information entered in the mandatory red zones referred to in paragraph a) above is automatically transferred to the corresponding red striped zones. To insert changes in the red striped zones, the corresponding red zones must be modified.

### **3.4. Saving the application form**

When you download the application form, please save it, using “save as”, on your hard disk and name it.

Due to the characteristics of the application form, it is strongly recommended to save it frequently and to create backup versions, mainly before locking it.

### **3.5. Validating and locking the application form**

Once you have completed the application form, you must check that all fields have been filled in correctly and that you have not omitted any mandatory information (the button "Highlight fields" placed at the top-right corner of the will border the mandatory fields in red). This is called validating the form. Once you have validated your form you can still modify its content.

After validating the application, and if you are confident that no further changes must be introduced, you can proceed to locking the application form. Once you have locked the form you can no longer modify the information it contains. Your work is completed and you will be provided with an automatically created IT number, which will appear at the bottom of each page on your application form.

## **4. PROTECTION OF PERSONAL DATA**

All the applications received by the EAHC will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council 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. For more information, please refer to the website of EAHC:

[http://ec.europa.eu/eahc/about/data\\_protection.html](http://ec.europa.eu/eahc/about/data_protection.html).

## 5. SUBMITTING THE APPLICATION FORM

### 5.1. What is required to submit the proposal?

#### *5.1.1. Packaging and delivery and content*

The proposal must be sent **in one single batch** by postal mail, hand delivery or private courier service. Refer to paragraph 14 of the Call for proposals for conferences 2013 document for complete information on the proposal submission procedure and the required content of the application package.

Proposals must be delivered to the address, as specified in the Call for proposals for conferences 2013:

### **CALL FOR PROPOSALS “HEALTH-2013” CONFERENCES**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG

**Submission by fax or electronic mail will not be accepted.**

Proposals submitted to the Awarding Authority become property of the European Union and will not be returned.

#### *5.1.2. Signing the form*

Signing the form occurs through signing the declaration of honour.

#### *5.1.3. Submission deadline*

The final deadline for the submission of proposals is **22 March 2013 (date of post stamp)**.

Proposals can be submitted in any way described in paragraph 14 of the Call for proposals for conferences document.

Applicants are reminded that they are responsible for ensuring safe delivery of their proposal.

#### *5.1.4. Acknowledgement of receipt*

Once your proposal has been received and registered by the Executive Agency, an acknowledgement of receipt will be dispatched to the applicant. The acknowledgment of receipt is included in the application form. Please check that your address is correct. The acknowledgement of receipt will contain a reference number which must be mentioned in all correspondence concerning the proposal.

**Applicants who have not received an acknowledgement of receipt by 19 April 2013 should contact the Executive Agency Helpdesk via [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu).**

## 5.2. Other issues to consider when applying

Competition: The call will most likely be highly competitive. A weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal carefully to improve on or eliminate weak elements.

Completeness: Proposals must include all relevant information, as they are evaluated only on the basis of the written material submitted. Follow the format of the application form and attach the supporting documents requested.

Content: Successful proposals show full compliance with all award criteria.

Ethical issues: Clearly describe any potential ethical aspects and applicable regulatory aspects of the work to be carried out and the way they are dealt with according to relevant national and European rules<sup>3</sup> and other relevant international guidelines.

Grant agreement: Check that the model grant agreement conditions are acceptable for your organisation. Submission of a proposal means acceptance of the conditions laid down in the model grant agreement.

Management: Clearly indicate ability for high-quality management adapted to the scope of the intended conference.

Presentation: Good proposals are clearly drafted and are easy to understand. Good proposals are precise and concise, not “wordy”; evaluators appraise on substance, not on number of pages.

Results: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results.

Specific actions and objectives: Check that your proposal does indeed address activities that correspond to the three objectives of the Health Programme and directly promote the priorities of the EU as set out in Commission Communication COM (2010)2020 of 3 March 2010 *EUROPE 2020: A Strategy for smart, sustainable and inclusive growth*<sup>4</sup>. Proposals falling out of the scope of the call text will be excluded.

Evaluation: good proposals include a scientifically sound and credible evaluation work package, not only focusing on process evaluation, but looking in particular at outcomes.

Last but not least:

Arrange for your draft proposal to be evaluated by your colleagues before sending it, using the evaluation criteria described in this guide. Use their advice to improve your proposal before submission.

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<sup>3</sup> E.g. the EU Charter of Fundamental Rights:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:083:0389:0403:EN:PDF>

<sup>4</sup> COM (2010) 2020 of 3 March 2010 on *Europe 2020 A strategy for smart, sustainable and inclusive growth*:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC2020:EN:NOT>

## 6. GENERAL ADVICE BEFORE STARTING

### 6.1. Documents to be consulted when preparing a proposal

- a) Second programme of Community action in the field of health (2008 – 2013);
- b) Work plan 2013 and its' annexes;
- c) 2013 Call for proposals for conferences;
- d) Model grant agreement, especially the general conditions;
- e) Financial Regulation;
- f) Rules of Application of the Financial Regulation.

All documents can be downloaded from EAHC website at: <http://ec.europa.eu/eahc>

### 6.2. Languages

In principle, conference proposals may be submitted in any official language of the European Union.

However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another EU language. Therefore, if the proposal will be presented in another language than English, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in the chosen EU official language and in English.

### 6.3. Other issues

Filling in this form takes time! Please make sure that you have allocated a sufficient number of hours to carry out this work and avoid interruptions. Please save all your work at regular intervals.

In the application form, all the fields followed by a star (\*) are mandatory and have to be completed.

**Numbers** (amount, duration, person months) should be rounded up to the nearest whole number (**no decimals please**).

**Percentages** should be rounded up to the nearest **two decimals**.

**All costs must be given in € (not kilo €) and should exclude value-added tax (VAT).** If your country does not belong to the Euro-zone, please use the indicative exchange rate indicated under 15.4.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. **Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.**

#### **6.4. Helpdesk**

If you do not find an answer to your question in the:

1. guide for applicants, neither in Chapter 1 nor in Chapter 2;
2. latest version of the “Frequently Asked Questions” online;
3. documents mentioned in paragraph 5.1 above

you can turn to the Helpdesk by:

- phone: +352 4301-37707;
- e-mail : [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu);
- fax: +352 4301-30359.

This helpdesk is open on weekdays between 9.30 -12.00 and 14.00 - 17.00 . Please note that the helpdesk will be unavailable on weekends and during the Christmas period (24 December 2012 to 4 January 2013).

#### **7. FORM CONTENT - STRUCTURE**

The application form, to be downloaded from the website <http://ec.europa.eu/eahc/health/conferences.html>, provides information on administrative aspects of the beneficiary as well as technical and financial information of the event. The main sections are listed below:

1. Organisational information
2. Specification of the conference
3. Technical specification of the conference
4. Management of the Conference
5. Communication, information and evaluation
6. Human resources
7. Financial overview/budget
8. Financial viability information

Supporting documents to be attached:

- Overview
- Declaration of honour
- Checklist

#### **8. SECTION 1 - CONFERENCE HOLDER INFORMATION**

In all boxes, M indicates a mandatory field; NM indicates a non-mandatory field.

<i>Field</i>	<i>Comment</i>	<i>M / NM</i>	<i>Maximum number of characters</i>
1.1 Organization information	<u>Organisation legal name</u> : states the complete legal name of the organisation, in national language. For private entities, the legal name must correspond to the name in the official registers. In the case of universities, governmental or non-governmental organisations not registered in registers, the legal name and address must be those appearing in the decree/statute or other constituting documents establishing the organisation.	M	248
	<u>Acronym</u> : acronym of your organisation (if there is no existing acronym, please create one).	M	20
	<u>Organisation status</u> : Select from the drop-down list the status (private or public).	M	Drop-down list
	<u>IBAN code</u>	NM	50
	<u>VAT number</u> : Value Added Tax number	NM	36
	<u>Legal registration code</u> : please provide the organisation's legal code number found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	47
	<u>Number of employees</u>	NM	number
1.2. Address conference holder	<u>Street Name &amp; No</u> : official location of the organisation.	M	186
	<u>Post code</u> : enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code with country prefix, e.g. B -1000 and not 1000 or UK -SW1H 9AS and not SW1H 9AS.	M	18
	<u>City</u> : please type the name of the city	M	62
	<u>Country</u> : select from the drop-down list	M	Drop-down list
	<u>Telephone</u> : please encode country and area code.	M	30
	<u>Fax number</u> : please encode country and area code.	M	30
	<u>Official web-site</u> : please type the URL of the organization's web-site.	NM	100
1.3 Contact person for the conference	This person effectively manages the preparation, implementation and follow-up of the conference		
	<u>Title</u>	NM	10
	<u>Function</u>	M	50

holder	<u>Gender</u>	NM	Drop-down list
	<u>Family Name</u>	M	70
	<u>First Name</u>	M	70
	<u>Telephone:</u> please encode country and area code.	M	30
	<u>Fax:</u> please encode country and area code.	NM	30
	<u>Email:</u> This electronic mail will be used further on for any correspondence.	M	255
1.4 Legal representative	This person is a legal representative of the organisation and is empowered to sign grant agreements. The subfields are identical to those in 1.3	M	

## 9. SECTION 2 - SPECIFICATION OF THE CONFERENCE

All fields in the following section are mandatory.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
2.1. Key specification	<u>Conference title</u>	130
	<u>Acronym of the conference title:</u> please provide a short acronym of no more than 30 characters, to be used to identify your proposal. The same acronym will automatically appear on the bottom of each page of the proposal in order to prevent errors during handling.	30
	<u>Conference date foreseen:</u> Refer to chapter 3.4 of the 2013 work plan where it is specified that: "For administrative reasons, conferences eligible for co-funding, apart from Presidency conferences, must take place in 2014." Note that the application form has the year "2014" pre-filled. You only need to indicate the month and the day(s). The first ("from") and the last date ("to") should be entered. Two digits are foreseen for the day (DD) as well as for the month (MM).	Drop down list for month and days

	<p><u>Priority area and Action:</u> Select the main priority area:</p> <ul style="list-style-type: none"> <li>– Improve citizen's health security</li> <li>– Promote Health</li> <li>– Generate and disseminate health information and knowledge.</li> </ul> <p>Conference grants may be awarded for the organisation of conferences that correspond to the three objectives of the Health Programme. To be awarded funding, conferences should directly promote the priorities of the European Union as set out in Commission Communication COM(2010)2020 of 3 March 2010 EUROPE 2020 A Strategy for smart, sustainable and inclusive growth. Issues that are particularly relevant include active and healthy ageing, including health promotion and prevention of diseases; prevention of health inequalities, including ensuring better access to health care for all, and questions relating to the health workforce</p>	Drop-down list
2.2 Summary	Please provide a short summary of your conference proposal. It should address the following: purpose and objectives of the conference, contribution to the second health programme, target participants, impact and expected outcomes.	4000

## 10. SECTION 3 - TECHNICAL SPECIFICATION OF THE CONFERENCE

### All the elements in this section are mandatory.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
3.1 Purpose of the conference	Describe the purpose i.e. the anticipated result that the conference is expected to have. This should include the scientific background to the conference.	2200
3.2 Objectives of the conference	Describe the general / strategic objectives of the conference. The general objective gives an indication of the conference's link to one or more areas of the health programme and/or 2013 annual work programme. The general objective should be correlated with the expected outcomes.	2200
3.3 Coherence of the conference with the work plan 2012	Describe how the conference contributes to one or more area in the work plan 2013 and/or the second Health Programme in general. Synergies with other ongoing activities in the field (e.g. projects co-funded under the health or other EU programmes) and structures (e.g. technical committees of the health programme) should be described.	2200
3.4	The conference should provide an added value and not duplicate	2200

Innovative ideas of the conference	existing events. Innovation can be achieved with regards to topics covered, the participants, the working methods of the conference etc.	
3.5 Impact and expected outcomes of the conference	<p>Please describe the expected outcomes and the impact from the conference. Conference outcomes are the changes that are expected to occur as a result of the event, assuming that the objectives are reached.</p> <p>They should match the problem determinants the conference is trying to focus on and should be written at a level which allows them to be evaluated at the conclusion of the conference. They should also be specific, measurable, acceptable for the target group, realistic, and time-bound (containing an indication of the time within which the specific outcome must be reached).</p>	2200
3.6 Deliverables	<p>The outcome previously described is distinguished from a specific type of output, the deliverables. A deliverable is a physical output related to the conference e.g. a report, publication, newsletter, website, declaration etc. Each deliverable must be assessable by the stakeholders and by the Executive Agency. All public deliverables need to be submitted to the Executive Agency within one month of their completion in order to publish them on the Executive Agency's web-site.</p> <p>As stipulated in the model grant agreement, one final report is mandatory as a deliverable.</p> <p>The minimum number of deliverables is 1 (the final report) and the maximum number is 10.</p>	
	<i>Title of the deliverable</i>	250
	<i>Ways to disseminate</i>	250

## 11. SECTION 4 - MANAGEMENT OF THE CONFERENCE

**All the elements in this section are mandatory.**

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
4.1 Organisation and planning of the conference	<p>The organisation of a conference involves a number of activities. Please describe here these activities and also the methodology and specific tools to be used, the nature of the different tasks to be carried out, with a clear link between the activities and the expected outcome and impact of the conference. This should include, but is not limited to methods of prioritization of the topics covered, abstract selection, including quality criteria, selection of participants and speakers and financial circuits.</p>	2200
4.2 Profile of the conference	<p><u>Profile:</u> Describe the conference holder organisation, its competences,</p>	1100

holder	<p>experiences, leadership and authority in the chosen field and more particularly the key staff members and their responsibilities.</p> <p>With this description the capacity of the conference holder to organise the conference in such a way as to reach its' objectives has to be demonstrated. The leadership and authority refers both to the organisational and personal aspects of leadership. On the organisational level, there should be a clear division of responsibilities and tasks between the conference leader and other staff involved. The management structure and decision making as well as monitoring processes need to be described. On the personal level, the conference leader must have the necessary skills, expertise and authority to lead a team and to achieve the conference objectives. He or she should also be capable of using the resources in a flexible way.</p> <p>This includes a very short description of the key staff members' competence, expertise, leadership quality and authority required by the conference activities. The description will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers, conferences achievement...) of the staff.</p>	
4.3 Steering committee	List the members of the steering committee and their respective tasks. Briefly motivate the choice of the members.	
	<i>Name:</i> enter the name of the committee member	250
	<i>Institution:</i> enter the name of the institution the committee member represents	250
	<i>Country:</i> enter the name of the country the committee member represents	50
	<i>Task:</i> enter a brief description of the task of this committee member	250
4.4 Scientific committee	List the members of the scientific committee and their respective tasks. Briefly motivate the choice of the members.	
	<i>Name:</i> enter the name of the committee member	250
	<i>Institution:</i> enter the name of the institution the committee member represents	250
	<i>Country:</i> enter the name of the country the committee member represents	50
	<i>Task:</i> enter a brief description of the task of this committee member	250

4.5 Conference programme	Describe briefly the (draft) conference programme. This should include the type of sessions (plenary, workshop, round table, satellite, poster, oral communication etc.), the session topics, (provisional) titles and the invited speakers (if known). A copy of the (draft) programme should be attached to the proposal.  The conference programme should take into account the political priorities of the EU as well as allow space for speakers from the EU and for related actions co-financed under the second Health Programme.	2200
4.6 Target participants	Please describe, giving a brief explanation, which type of stakeholders the conference addresses. Make also reference to the European coverage, but mentioning possible non-European participation as well as other aspects of participation e.g. the availability of scholarships.	2200
4.7 Participants expected	Please indicate the approximate number of expected participants and make a brief description of who they should be (from which (type of) organization), where they should be coming from (from which EU Member State or other country).	2200
4.8 Risk analysis and contingency planning	Even in the best-planned events there are uncertainties, and unexpected events can occur. A risk analysis at the start of the organisation of the conference will help to predict the risks that could prevent the event from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the action, and what can be done about it.	2200
4.9 Time plan	All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the event.  As the action should not exceed <b>12 months</b> , the maximum duration is 12 months. Fill in the table in the form dividing your planned activities in the three time sections given: preparation phase, conference phase and post-conference phase. Repeated activities (e.g. meetings of the steering committee) need to be entered in each month they are being carried-out.  You can add and delete rows by using the (+) and (-) buttons. The months will be automatically chronologically ordered i.e. M1, M2, M3 etc until M12.	250 per phase
4.10 Sponsorship	Describe the types of public and private organizations which will be approached to sponsor the conference and how, foreseen uses of logos, sponsorship hierarchy etc.	2200

## 12. SECTION 5 - COMMUNICATION, INFORMATION AND EVALUATION

### All the elements in this section are mandatory

The comments outlined hereafter should be understood as indicative orientation but not as prescription.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
5.1 Marketing and communication to the targeted participants	Please describe the promotional activities to be carried out. This should include European as well as worldwide activities. This relates to dissemination aspects and preparatory works taking place <u>before</u> the event. Make reference to how the EU co-funding will be made visible and the second Health Programme promoted.	2200
5.2. Dissemination of the conference deliverables	<p>As the objective of a conference is to add value to the Public Health knowledge, in most of the cases it will be very important to disseminate properly the results of the conference to a broader public than the conference participants. The applicants have to describe their dissemination strategy.</p> <p>With reference to the deliverables listed in table 3.6, a dissemination plan should be elaborated, explaining how the conference holder plans to share outcomes with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method/means), and when (before, during, after the conference).</p> <p>All dissemination activities should highlight the EU co-funding and contribute to the overall promotion of the second Health Programme.</p>	2200
5.3. Post-conference follow-up and evaluation	<p>Describe the evaluation methodology with the indicators on which it is based on.</p> <p>An adequate evaluation methodology involves the formulation of specific <i>evaluation questions</i>. For process evaluation, the evaluation questions should be linked to the planning and organisation and focus on whether the activities are implemented according to plan, how obstacles and difficulties will be identified during the implementation and dealt with, and how the quality of the implementation will be assured. For effect (outcome) evaluation, the evaluation questions should be linked to the objectives, and verify if the stated objectives have been achieved. For each evaluation question, indicators must be defined. Indicators are variables which measure the performance and the level to which the set objectives are reached. Ideally, they should be simple metrics that are easy to measure. By quantifying relevant aspects (e.g. attendance) they should</p>	2200

	provide for a possibility to assess the extent to which the objectives are attained.	
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### 13. SECTION 6 - HUMAN RESOURCES

	<p><i>Function:</i> You can specify five different functions concerned by the organisation of the conference such as: Conference Manager, Conference Assistant, Conference Secretary, IT support, etc.</p> <p><i>Number of persons per function:</i> refers to the number of person working for the conference, by function</p> <p><i>Number of days per function:</i> refers to the number of days needed for the conference (sum by function)</p> <p><i>Daily rate per function:</i> this daily rate comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.</p> <p>For example, if the conference requires two persons of a given function (number of persons = 2) during one month (20 open days), the number of days to be filled in for this function is 40.</p> <p><i>Total per function:</i> refers to the total cost per function. This total appears automatically (total of column B x column C).</p> <p><i>Comments:</i> You may wish to comment shortly on the information provided in this table (per function). Note that the overall total is automatically reported to section 7.1 to the field E.1 "staff".</p>	100
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### 14. SECTION 7 - FINANCIAL MANAGEMENT

#### **General recommendations before to start to fill in the form**

- ⇒ This part has to be filled in by the applicant.
- ⇒ You are strongly recommended to consult the model grant of agreement, which is published together with other call documents and taking into account the modifications resulting from the new Financing Regulation. Please also consult the revised Frequently Asked Questions (FAQ), which can be found on-line <http://ec.europa.eu/eahc>.
- ⇒ If you cannot find the answer to your question among these two documents, you may send an e-mail or call the Helpdesk which has been set up for that purpose. But please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you.

- ⇒ You are also recommended to read carefully the definition of eligible and non-eligible costs, as well as the method of calculating the final amount of the grant, which are provided hereafter in this document before starting to encode your financial data.
- ⇒ All costs/incomes must be given in € (and not kilo €) and should exclude value-added tax (VAT).
- ⇒ If your country does not belong to the Euro-zone, please use the indicative exchange rates indicated hereafter in this document.
- ⇒ The costs/incomes shall be rounded to the nearest whole number (no decimals please).
- ⇒ To fill in the costs/incomes, highlight the zero which appears automatically and type in your figure.
- ⇒ **Contrary to the previous calls, the budgetary annex attached to the application will be the same one used for the purpose of signing the grant agreement by the successful applicants. Therefore applicants are recommended to provide as much details as possible in the each cost category.**

#### 14.1. Expenditures/Eligible Costs (7.1)

This section summarizes the expenditure of your conference. Items E.1. to E.7. are to be filled in

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##### 14.1.1. *Staff (7.1.1)*

<i>Technical Notes</i>	
<u>Applicant acronym:</u>	Automatically completed when creating the form.
<u>Number of staff:</u>	The number you enter shall be round and contain no decimal. This number will not be used further on for the calculation. It should be the sum of all staff mentioned under "Professional category".
<u>Professional category:</u>	Enter the number and main professional categories concerned, e.g.: 2 scientist (preferably specify which science it refers to: epidemiologist, nutritionist etc.), 1 data manager, 3 webmasters, secretary, administrative support, project manager, financial officer, accountant, etc.
<u>Person days:</u>	The number of person-days encompasses all the people working for the implementation of the conference. For example, if the conference involves one person in one specified category during one month (20 open days), the number of person days to be filled in are 20. If it involves two persons during two months, the number of person days is 80 (20 x 2 x 2).
<u>Daily cost (€):</u>	This rate comprises actual salaries plus social security

	charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the applicant's usual policy on remuneration. (see additional comments)
<u>Total:</u>	For each professional category, a total will be calculated representing the total of the number of person days multiplied by the daily cost.

### **Additional information**

- ⇒ The cost of staff means the proportion of costs incurred by the applicant's organisation in direct relationship to the time spent by its staff working for the project, provided that they can be identified and justified by his accounting system. This cost must generate a debt to be paid directly by the applicant's organisation.
- ⇒ Staff assigned to the project is understood to mean permanent or temporary staff employed by the applicant. The cost of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the applicant's usual policy on remuneration.
- ⇒ Staff costs may also include additional remunerations, including payments on the basis of supplementary contracts (i.e. personnel employed under "civil contracts") regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

Persons concerned are:

- Permanent personnel entitled to sign an additional civil contract and receive a complementary payment,
- external experts who signed temporary "civil contracts" for their input in the conference in question.

The costs of persons mentioned above, working under a civil contract with the partner other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- (i) the natural person works under the instructions of the applicant's organisation and, unless otherwise agreed with him, and in his premises;
- (ii) the result of the work belongs to the applicant's organization; and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract.

⇒ The daily rates for staff can be calculated as follows:

**Daily rates = Yearly staff costs / Productive Days**

**Yearly staff costs** = Real gross pay of the employee (\*)

(+) PLUS any other verifiable cost of social allowance granted by the employer.

(\*) including the social security costs and the pension charge paid by the employer.

**Productive Days** = Total days per year: 365 days

(-) MINUS total number of weekend days over the year: 52x2=104 days;

(-) MINUS total number of holidays allowed in the organisation (A);

(-) MINUS total number of public holidays in the year (B);

(-) MINUS days spent dealing with non productive tasks such as training (C);

(-) MINUS days corresponding to a usual absenteeism rate in the organisation (D)

= 365 – 104 – (A) – (B) – (C) – (D).

⇒ In principle the maximum numbers of productive days cannot exceed 220 days per year and per staff.

Where national legislation does not permit salary slips to be released to third parties for security or other reasons, applicant may be asked to submit a table showing the daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager. It is to be noted, however, that at the time of a grant agreement is concluded applicant might be requested to provide staff cost related supporting documents in case of audit at his premises.

⇒ Tasks performed by external consultants, experts and other service providers, who work on the conference and are fully paid on the basis of an invoice shall be considered as a subcontracting cost and not as a staff cost. These costs should be taken into account under "E5. Subcontracting". In this respect applicant shall seek the tender offering the best price-quality ratio and take care to avoid any conflict of interest.

#### 14.1.2. Travel costs and subsistence allowances (7.1.2)

<u>Partner acronym:</u>	Automatically completed when creating the form.
<u>Travel costs:</u>	Enter the number of persons travelling and the number of trips to do. This number will not be used further on for the calculation.
<u>Total (€):</u>	This cost is the total value of all travel costs of the applicant (ex. 20 trips x 5 persons x 600 €).
<u>Subsistence allowances :</u>	Please type "Total of subsistence allowances based on daily allowances x number of days". Number of days will represent the total days for all travelling persons.
<u>Total (€):</u>	This cost is the total value of all subsistence allowances of the applicant.

### **Additional information**

- ⇒ Only travel costs and subsistence allowances for the staff employed by the applicant (i.e. reported under E1. Staff Cost) must be taken into account in this category.
- ⇒ Travel/subsistence costs for persons not mentioned under cost category E1 should be reported under:
  - **E5. Subcontracting** when this staff belongs to sub-contractors (in addition of fees/remuneration which are in principle already foreseen for sub-contractors);
  - **E6. Other Costs** in other cases: for collaborating partners, external invited experts.
- ⇒ Any recourse to missions in countries other than EU 27, applicant countries and EFTA-EEA countries while the project is under way, if not provided for in the initial grant or amendment(s), shall be subject to prior written authorisation by the Awarding Authority.
- ⇒ costs of travel and related subsistence allowances, must be in line with the applicant's usual practices on travel.
- ⇒ If such internal rules do not exist in the applicant's organisation, you may use the EC approved scales as presented below:

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	<b>225,00</b>
Belgium	92,00	140,00	<b>232,00</b>
Bulgaria	58,00	169,00	<b>227,00</b>
Cyprus	93,00	145,00	<b>238,00</b>

Destination	Daily subsistence allowance	Hotel	Total
Latvia	66,00	145,00	<b>211,00</b>
Lithuania	68,00	115,00	<b>183,00</b>
Luxembourg	92,00	145,00	<b>237,00</b>
Malta	90,00	115,00	<b>205,00</b>

Czech Republic	75,00	155,00	<b>230,00</b>	Netherlands	93,00	170,00	<b>263,00</b>
Denmark	120,00	150,00	<b>270,00</b>	Poland	72,00	145,00	<b>217,00</b>
Estonia	71,00	110,00	<b>181,00</b>	Portugal	84,00	120,00	<b>204,00</b>
Finland	104,00	140,00	<b>244,00</b>	Romania	52,00	170,00	<b>222,00</b>
France	95,00	150,00	<b>245,00</b>	Slovakia	80,00	125,00	<b>205,00</b>
Germany	93,00	115,00	<b>208,00</b>	Slovenia	70,00	110,00	<b>180,00</b>
Greece	82,00	140,00	<b>222,00</b>	Spain	87,00	125,00	<b>212,00</b>
Hungary	72,00	150,00	<b>222,00</b>	Sweden	97,00	160,00	<b>257,00</b>
Ireland	104,00	150,00	<b>254,00</b>	United Kingdom	101,00	175,00	<b>276,00</b>
Italy	95,00	135,00	<b>230,00</b>				

- The EC rules as regards **subsistence costs** are based on flat-rate subsistence allowances. They cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out.

The above daily rates correspond to the sum of the daily allowance and the maximum hotel price (as set out in Article 13 of Annex VII of the Staff Regulations<sup>5</sup>):

Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.6

### ***14.1.3. Equipment (7.1.3)***

<b><i>Technical Notes</i></b>	
<b><u>Equipment:</u></b>	Enter a generic title for each type of equipment. For positions where this cost is significant, a detailed method of calculation should be provided.
<b><u>Total (€):</u></b>	For each line of equipment referred to above, enter the sum of the costs related to depreciation.

### **Additional information**

⇒ The principle of depreciation is covered in the grant agreement Article II.19.2.

<sup>5</sup> Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency

<sup>6</sup> Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

- ⇒ Only the portion of the depreciation costs of equipment or other assets (new or second hand) corresponding to the duration of the conference and the rate of actual use for the purposes of the grant (% allocation to the conference) may be taken into account.
- ⇒ Depreciation cost must be recorded in the accounting statements of the applicant, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the applicant;
- ⇒ the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee
- ⇒ Common software should be covered by the flat-rate in “E7. Overheads”
- ⇒ The internal rules of the applicant should be applied, They should be in line with experience and practice in their sector of activity as well as with the national rules on taxation.

In the absence of own rules, applicant may use the rules approved by EC which are as follows:

- Hardware expenses depreciated over 36 months (PCs, Printers, etc.);
- Purchase of specific software depreciated 100%;
- Specific furniture depreciated over 60 months;
- Equipment (photocopiers, fax, etc.) depreciated over 60 months.

Few examples for project of 36 months (M1 to M36) if EC rules apply:

Equipment	Price of purchase	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% allocation to project	Amount of depreciation
Informatics equipment	3.000,00	M1	36	<b>36</b> = From M1 to M36	100%	$3.000,00 \times 36/36 \times 100\% =$ <b>3.000,00</b>
Informatics Equipment	3.000,00	M1	36	<b>36</b> = From M1 to M36	<b>75%</b>	$3.000,00 \times 36/36 \times 75\% =$ <b>2.250,00</b>
Informatics Equipment	3.000,00	<b>M7</b>	36	<b>30</b> = From M7 to M36	100%	$3.000,00 \times 30/36 \times 100\% =$ <b>2.500,00</b>
Informatics Equipment	3.000,00	<b>M15</b>	36	<b>22</b> = From M15 to 36	100%	$3.000 \times 22/36 \times 100\% =$ <b>1.833,33</b>
Informatics equipment	<b>10.000,00</b>	M1	<b>60</b>	<b>36</b> = From M1 to M36	100%	$10.000 \times 36/60 \times 100\% =$ <b>6.000,00</b>

Equipment bought before the beginning of the action may be eligible only if it hasn't been fully depreciated yet according to the standart accounting practices of the applicant, and only the part of the depreciation cost incurred during the duration of the action.

#### 14.1.4. Consumables & supplies costs linked to the project (7.1.4)

<i>Technical Notes</i>	
<u>Consumables &amp; supplies:</u>	Identify the consumables & supplies linked to the conference. Give details and not one generic position.
<u>Total (€):</u>	This cost shall include the consumables & supplies identified.

#### **Additional information**

- ⇒ These costs should normally appear in “E7. Overheads”. Nevertheless, provided that they are purchased in accordance with Article II.9 of the grant agreement and they are identifiable as specific costs directly linked to performance of the conference and booked into the applicant’s accounting system, they can appear under this category.
- ⇒ Examples: small technical items, promotional materials, etc.

#### 14.1.5. Subcontracting (7.1.5)

<i>Technical Notes</i>	
<u>Subcontracting:</u>	Enter as precisely as possible which kind of activity you intend to subcontract and details of calculations if the cost position is significant.
<u>Total (€):</u>	For each line of subcontract referred to above, enter its corresponding cost.

#### **Additional information**

- ⇒ Subcontracting refers to the implementation of specific tasks being part of the conference by a third party, to which applicant awarded a procurement contract. The following conditions have to be met:
- procurement contract may cover only the execution of a limited part of the conference;
  - the use of the procurement procedure must be justified having regard to the nature of the action and what is necessary for its implementation.
  - The tasks concerned must be set out in the Technical Annex and the corresponding estimated costs must be set out in detail in the budgetary Annex of the grant agreement.
  - Any recourse to the award of contracts while the conference is under way, if not provided for in the initial grant application or amendment(s), shall be subject to prior written authorisation by the Awarding Authority

- ⇒ Core elements of the conference such as technical and financial management, global co-ordination of the venue are the legal responsibility of the applicant and cannot be transferred to a third party.
- ⇒ Applicant shall retain sole responsibility for carrying out the conference and for compliance with the provisions of the grant agreement.
- ⇒ Subcontracting shall not apply when the task concerns provision of the service which is not necessary for the conference and/or when the task can be carried out by the applicant.
- ⇒ Applicant must ensure that its agreement with the subcontractor mentions in particular that:
  - The Awarding Authority may, at any time during the grant agreement and up to five years after the end of the conference, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the Awarding Authority itself or OLAF;
  - The European Court of Auditors shall have the same rights as the Awarding Authority, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
- ⇒ In addition to the tasks subcontracted, it is recommended to provide to the Awarding Authority the name of the subcontractors carrying out any subcontracted tasks identified in the technical annex of the grant agreement as soon as they are known.
- ⇒ If applicant has to conclude contracts in order to carry out a conference which falls under eligible direct costs in the estimated budget, he shall seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so he shall observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests.
- ⇒ Public entities: please apply your national procurement rules in matter of award of contracts
- ⇒ Private entities: please apply your internal procurement rules in matter of award of contracts, for as long as they ensure the above principles of transparency and equal treatment. If however, your institution doesn't have such rules, you can refer to the thresholds of the EU, as provided for below.

Estimated value of the subcontract (x)	Minimum of bids to be consulted for the competitive tenders (recommendation)
$x > 60.000 \text{ €}$	More than 5 bids
$15.000 \text{ €} < x < 60.000 \text{ €}$	At least 3 bids
$x < 15.000 \text{ €}$	1 bid

#### 14.1.6. Other costs (7.1.6)

<i>Technical Notes</i>	
<u>Other costs:</u>	Enter as precisely as possible a description of your other costs on a line per line basis and details of calculations if the cost position is significant.
<u>Total (€):</u>	For each other cost referred to above, enter its corresponding cost.

#### **Additional information**

- ⇒ Other exceptional additional costs not falling within any of the other categories (E1 to E5) mentioned above may be charged, provided that they are directly related to the conference, can be clearly identified and justified by the accounting rules and principles of the applicant and satisfy the criteria of direct eligible costs. Additionally, these are also the costs arising directly from requirements imposed by the grant agreement.
- ⇒ Use of "Implementation contracts": the use of these contracts refers to the procurement of small services, goods equipment which are necessary to implement the action (e.g.: dissemination of information, specific evaluation, audits if requested by the grant agreement, translations, reproductions, organisation of venues etc.). Similarly to the conditions imposed by subcontracting, applicant should award the "implementation contracts" to tenders offering the best value for money. Applicant's own procurement rules should be applied, and in case of absence of such , the EC thresholds as described in point 1.1.5 of this Guide.

Other examples of costs: travels costs and subsistence allowances for collaborating partners or for external invited experts, financial guarantee costs (to be foreseen here when they are required by the grant agreement);

#### 14.1.7. Overheads (7.1.7)

<i>Technical Notes</i>	
<u>Overheads:</u>	This cost consists of the overheads identified by applicant. But since you may use the 7% maximum allowance, you may just type that description ("7% maximum allowance").
<u>Total (€):</u>	Enter the corresponding cost of the overheads as per your calculation, bearing in mind that the 7% allowance over direct eligible costs cannot be exceeded.

#### **Additional information**

- ⇒ The indirect costs incurred when carrying out the conference may be eligible for flat-rate funding fixed at **a maximum of 7%** of the total eligible direct costs of the applicant.
- ⇒ They don't need to be supported by accounting documents.

- ⇒ Overheads are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the applicant's various activities and cannot therefore be booked in full to the conference for which the grant is awarded because this grant is only one part of those activities.
- ⇒ Overheads comprise costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, IT, etc.
- ⇒ By way of derogation, indirect costs shall not be eligible under a grant for a conference awarded to a beneficiary who already receives an operating grant from the Union budget during the period in question (see. Art. 124 of Financial Regulation and Art. 182 of the Rules of Application).

#### ***14.1.8. Total eligible costs***

Once item E.1. to E.6. have been filled in, the **Total direct eligible costs** is automatically calculated; and once E.7. has been filled, the **Total indirect eligible costs** is automatically calculated.

#### **14.2. Income (7.2)**

This section summarizes the incomes of your conference. Items I.1. to I.4. shall be filled in.

The total budget must be balanced, i.e. the total of the expenses shall be **equal** to the total of the incomes.

#### **EU co-funding (I.1)**

The maximum rate of EU co-funding for a conference grant is 50%. The awarding authority will determine in each individual case the maximum percentage to be awarded.

#### **Applicant's financial contribution (I.2)**

Financial contributions you, as applicant, will provide to the budget.

#### **Income generated by the conference (I.3)**

Resources that correspond to revenues linked to and generated by the conference itself: admission fee to the conference, sale of publications, sale of equipment bought for the conference etc.

#### **Other external resources (I.4)**

Resources that stem from grants allocated either at international level, European level, national level, regional level or local level and/or financial transfers received from donors/sponsor.

#### **Controls to be carried out**

Once items I1 to I4 have been filled in, the **Total Incomes** is automatically calculated as well as the **Balance** (Expenditures - Incomes). The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. If the balance is not zero, you are invited to revise your incomes (items I in 7.2 of the application form) and/or to review your expenditures (items E in 7.1 of the application form).

**Co-funding requested in percentage:** The percentage of the co-funding requested is calculated automatically as the ratio between "I1. Co-funding request from the Community budget" and the total income.

**Overheads in percentage:** The percentage of Overheads is calculated automatically as the ratio between "E.7. Overheads and the Total direct eligible costs".

#### **14.3. Definition of expenditures/eligible costs**

Article II.19.1 of the grant agreement defines eligible costs as costs which must satisfy the following general criteria:

.../...

*They are incurred **in the period of duration of the action** set out in Article I.2.2, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article II.23.2;*

*They are **indicated in the estimated budget of the action** set out in Annex II;*

*They are incurred **in connection with the action** as described in Annex I and are necessary for its implementation;*

*They are **identifiable and verifiable**, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;*

*They comply with the requirements of applicable tax and social legislation;*

*They are **reasonable, justified, and comply with the requirements of sound financial management**, in particular regarding economy and efficiency.*

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

*.../...*

#### **14.4. Definition of non-eligible costs**

The non-eligible costs are, as stipulated in Article II.19.4 of the grant agreement are:

*.../...*

- *return on capital;*
- *debt and debt service charges;*
- *provisions for losses or debts;*
- *interest owed;*
- *doubtful debts;*
- *exchange losses;*
- *costs of transfers from the Commission charged by the bank of a beneficiary*
- *costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;*
- *contributions in kind from third parties;*
- *excessive or reckless expenditure;*
- *deductible VAT.*

*.../...*

#### **Additional information**

- ⇒ Contributions in kind are services or goods used for the conference and provided to the applicant free of charge, e.g. staff seconded to beneficiary without financial flow (i.e. their salaries paid directly by beneficiary), work by voluntary helpers, use of buildings, office space, etc.
- ⇒ These are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the conference, they may be declared in the initial budget and final financial report, thus giving a precise idea of the conference value, but they need not to be justified to the Awarding Authority. If the contractor opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception at the time of the negotiation phase.

#### **14.5. Calculation of the final amount of the grant**

Once the conference implementation is terminated and final technical and financial reports submitted to the Agency according to the provisions of Article I.4 of the grant agreement, the final amount of the grant shall be determined as follows:

- the amount obtained by application of the reimbursement rate specified in that Article I.3 of the grant agreement to the eligible costs of the action approved by the Agency for the corresponding categories of costs declared by the beneficiaries;
- The total amount paid to the beneficiaries by the Agency will in no circumstances exceed the maximum amount specified in Article I.3. If the amount exceeds this maximum amount, the final amount of the grant shall be limited to the maximum amount specified in Article I.3.
- If the conference is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for, in line with the actual implementation of the action according to the terms laid down in this Agreement.

#### **14.6. Calculation of non profit rule**

The grant may not produce a profit for the beneficiary. "Profit" shall mean a surplus of the receipts over the eligible costs of the conference.

The receipts to be taken into account are the consolidated receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary, which fall within one of the following categories:

- income generated by the conference; or
- financial contributions specifically assigned by the donors to the financing of the eligible costs of the conference reimbursed by the Agency in accordance with Article I.3 of the grant agreement.

Any financial contribution, which may be used by the beneficiary to cover costs other than the eligible costs under the agreement or the unused part of which is not due to the donor at the end of the action, is not to be considered as a receipt to be taken into account for the purpose of verifying whether the grant produces a profit for the beneficiary.

The eligible costs to be taken into account are the consolidated eligible costs approved by the Agency for the categories of costs mentioned in the budgetary annex.

Where the final amount of the grant would result in a profit for the beneficiary, the profit shall be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the conference approved by the Agency for the categories of costs referred to in Article I.3 of the grant agreement.

#### **14.7. Indicative exchange rates as of January 2013**

<b>Country</b>	<b>Code</b>	<b>Currency</b>	<b>Code</b>	<b>Exchange rate</b>
Bulgaria	BG	Lev (New)	BGN	1,9558
Croatia	HR	Kuna	HRK	7,55
Czech Republic	CZ	Czech koruna	CZK	25,14
Denmark	DK	Danish krone	DKK	7,4604
Hungary	HU	Forint	HUF	290,79
Iceland	IS	Icelandic króna	ISK	166.12
Liechtenstein	LI	Swiss franc	CHF	1.208
Lithuania	LT	Lithuanian litas	LTL	3,4528
Latvia	LV	Latvian lats	LVL	0.6978
Norway	NO	Norwegian krone	NOK	7.3375
Poland	PL	Zloty	PLN	4.0809
Romania	RO	New Romanian Leu	RON	4.4385
Sweden	SE	Swedish krona	SEK	8.5615
United Kingdom	GB	Pound sterling	GBP	0.81695

Source: <http://ec.europa.eu/budget/inforeuro/index.cfm>

#### **15. SECTION 8 - FINANCIAL VIABILITY INFORMATION**

The following parts have to be filled in by the applicant:

- ⇒ Accountancy information (8.1.);
- ⇒ Balance sheet of the two last accounting years (8.2);
- ⇒ Profit and loss account (8.3).

And the following supporting documents have to be attached to the proposal:

- ⇒ Copy of balance sheet of the two last accounting years;

⇒ Copy of profit and loss account.

If the applicant is a public body, this part must not be filled and none supporting document is required.

### 15.1. Accountancy information (8.1)

<b>8.1. Accountancy information</b>		
Account starting date (YYYY-MM-DD):	Account ending date (YYYY-MM-DD):	Account duration (in months):
Cash accounting: <input type="checkbox"/>	New entity: <input type="checkbox"/>	Date of incorporation (YYYY-MM-DD):
Currency: € Euro		Euro_rate: 1

#### *Technical Notes*

<u>Account starting date:</u>	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
<u>Account ending date:</u>	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
<u>Accounts duration (in months):</u>	The duration should be specified in months only, and for duration of a maximum of 12 months.
<u>Cash accounting:</u>	Please click on that box to activate it, in the only case you use a cash accounting system.
<u>New entity:</u>	Please click on that box to activate it, in the only case your entity is new and cannot provide any balance sheets and profit and loss accounts
<u>Date of incorporation:</u>	Please fill in the date when your entity was created and/or registered
<u>Currency:</u>	Select a currency in the list. Note that even if you use “€ Euro”, you will have to introduce all the figures in the column “In Currency Unit” and not in the column “In Euro”.
<u>Euro exchange rate:</u>	This rate will automatically appear following the indicative exchange rates indicated in this document.

## 15.2. Balance sheet of the two last accounting years (8.2) and Profit & Loss account (8.3)

8.2. Balance sheet of the two last accounting years				
Assets	In currency unit		In Euro	
1. Unpaid subscribed capital :	0	0	0	0
2. Fixed assets (2.1+2.2+2.3) :	0	0	0	0
2.1. Intangible fixed assets :	0	0	0	0
2.2. Tangible fixed assets :	0	0	0	0
2.3. Financial assets :	0	0	0	0
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) :	0	0	0	0
3.1. Stocks :	0	0	0	0
3.2.1. Debtors due after one year :	0	0	0	0
3.2.2. Debtors due within one year :	0	0	0	0
3.3. Cash at bank and in hand :	0	0	0	0
3.4. Other current assets :	0	0	0	0
<b>Total assets (1+2+3) :</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities</b>				
	In currency unit		In Euro	
4. Capital and reserves (4.1+4.2+4.3+4.4) :	0	0	0	0
4.1. Subscribed capital :	0	0	0	0
4.2. Reserves :	0	0	0	0
4.3. Profit and loss brought forward from the previous years :	0	0	0	0
4.4. Profit and loss brought forward for the financial year +/- :	0	0	0	0
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) :	0	0	0	0
5.1.1 Long term non-bank debt :	0	0	0	0
5.1.2. Long term bank debt :	0	0	0	0
5.2.1. Short term non-bank debt :	0	0	0	0
5.2.2. Short term bank debt :	0	0	0	0
<b>Total liabilities (4+5) :</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

8.3. Profit and loss account				
Profit and loss account	In currency unit		In Euro	
6. Turnover :	0	0	0	0
7. Variation in stocks +/- :	0	0	0	0
8. Other operating incomes :	0	0	0	0
9. Costs of material & consumables :	0	0	0	0
10. Other operating charges :	0	0	0	0
11. Staff costs :	0	0	0	0
12. Gross operating profit (6+7+8-9-10-11) :	0	0	0	0
13. Depreciation and value adjustments on non-financial assets :	0	0	0	0
14. Net operating profit (12-13) :	0	0	0	0
15. Financial income & value adjustments on financial assets :	0	0	0	0
16. Interest paid :	0	0	0	0
17. Similar charges :	0	0	0	0
18. Profit/loss on ordinary activities (14+15-16-17) :	0	0	0	0
19. Extraordinary income and charges +/- :	0	0	0	0
20. Taxes on profits +/- :	0	0	0	0
21. Profit/loss for the financial year (18+19-20) :	0	0	0	0

### *Technical Notes*

<i>In currency Unit</i>		<i>In Euro</i>	
<i>Encode: T-1 e.g. 2011</i>	<i>Encode: T0 e.g. 2012</i>	<i>Encode: T-1 e.g. 2011</i>	<i>Encode: T0 e.g. 2012</i>
To be filled in	To be filled in	All the fields will be automatically calculated from “In currency unit T-1” using the indicative exchange rates indicated in this document.	All the fields will be automatically calculated from “In currency unit T0” using the indicative exchange rates indicated in this document.

### **Additional information**

- ⇒ In these sections, all figures shall be encoded in the columns “In currency unit” and not in the columns “In Euro”, even if your figures are expressed in Euro.
- ⇒ When you have filled in the account starting date in 8.1 (e.g.: 01.01.2011), the accounting years automatically appear in 8.2 and 8.3.
  - The first sub-column under “In currency unit” is automatically T-1, referring to the second last accounting year (e.g. 2011).
  - The second sub-column under “In currency unit” corresponds to T0, referring to the latest accounting year available (e.g. 2012).
- ⇒ In order to correctly complete 8.2 (Assets & Liabilities) and 8.3 (Profit & Loss account), please refer to table next page indicating the correspondence between items to be listed in the balance sheet/profit and loss account and those listed in the 4<sup>th</sup> accounting Directive.

#### ***15.2.1. Exceptions to the encoding of 8.2 and 8.3***

- ⇒ You are an entity using a cash accounting system (your accounting movements are based on the flow of cash entries and cash disbursements) and you are not in a position to fill in a balanced balance sheet. In that case, please:
  1. Tick the box "**Cash accounting**" in 8.1.
  2. Attach to your proposal a paper copy of your last 2 years audited statutory accounts.
- ⇒ Your entity is new and you cannot provide any balance sheet and profit and loss accounts data. In that case, please:
  1. Tick the box "**New entity**" in 8.1.
  2. Submit a paper copy of any document (even draft) showing of your statutory accounts.
- ⇒ In the two above mentioned exceptions, the 8.2 and 8.3 of the application form will disappear.

#### ***15.2.2. Controls to be carried out (8.2 and 8.3)***

- ⇒ These figures shall be consistent with any supporting documents attached to your proposal.
- ⇒ You must ensure that the total assets and total liabilities figures in balance sheet of the two last accounting years do balance in 8.2.

### 15.3. Correspondence between balance sheet/profit and loss account and the 4th accounting Directive

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
<b>ASSETS</b>	<b>ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>1. Subscribed capital unpaid</b>	<b>A. Subscribed capital unpaid</b>	A. Subscribed capital unpaid (including unpaid capital)
<b>2. Fixed assets (2.1+2.2+2.3)</b>	<b>C. Fixed Assets</b>	
2.1. Intangible fixed assets	B. Training expenses as defined by national law C. I. Intangible fixed assets	B. Training expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
<b>3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)</b>	<b>D. Currents assets</b>	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors

		D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
<b>Total assets (1+2+3)</b>	<b>Total assets</b>	
<b>LIABILITIES</b>	<b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>4. Capital and reserves (4.1+4.2+4.3+4.4)</b>	<b>A. Capital and reserves</b>	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
<b>5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)</b>	<b>C. Creditors</b>	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions

		<ul style="list-style-type: none"> <li>C.1. Debenture loans, showing convertible loans separately</li> <li>C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks</li> <li>C.4. Trade creditors</li> <li>C.6. Amounts owed to affiliated undertakings</li> <li>C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests</li> <li>C.8. Other creditors including tax and social security</li> <li>C.9. Accruals and deferred income</li> </ul>
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	<ul style="list-style-type: none"> <li>C.2. Amounts owed to credit institutions</li> <li>C.5. Bills of exchange payable</li> </ul>
5.2.1. Short term non-bank debt	<ul style="list-style-type: none"> <li>B. Provisions for liabilities and charges (≤ one year)</li> <li>C. Creditors (≤ one year)</li> </ul>	<ul style="list-style-type: none"> <li>B.1. Provisions for pensions and similar obligations</li> <li>B.2. Provisions for taxation</li> <li>B.3. Other provisions</li> <li>C.1. Debenture loans, showing convertible loans separately</li> <li>C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks</li> <li>C.4. Trade creditors</li> <li>C.6. Amounts owed to affiliated undertakings</li> <li>C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests</li> <li>C.8. Other creditors including tax and social security</li> <li>C.9. Accruals and deferred income</li> </ul>
5.2.2. Short term bank debt	C. Creditors "credit institutions" (≤ one year)	<ul style="list-style-type: none"> <li>C.2. Amounts owed to credit institutions</li> <li>C.5. Bills of exchange payable</li> </ul>
<b>Total liabilities (4+5)</b>	<b>Total Liabilities</b>	
<b>PROFIT AND LOSS ACCOUNT</b>	<b>PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)</b>	
<b>6. Turnover</b>	<b>1. Net turnover</b>	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges

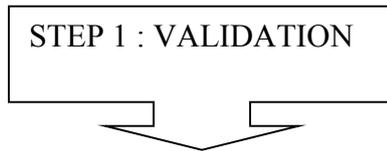
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
<b>12. Gross operating profit (6+7+8-9-10-11)</b>	<b>Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6</b>	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
<b>14. Net operating profit (12-13)</b>	<b>Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7</b>	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
<b>18. Profit or loss on ordinary activities (14+15-16-17)</b>	<b>Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]</b>	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
<b>21. Profit or loss for the financial year (18+19-20)</b>	<b>Profit or loss for the financial year = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]</b>	21. Profit or loss for the financial year

## 16. OVERVIEW

This page will be filled automatically. You do not need to fill any information into the boxes here.

## 17. VALIDATION PAGE

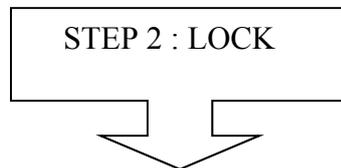
Complete the following four step process.



In order to check whether all mandatory fields in the application form have been filled in click on the “**VALIDATION BUTTON**” located at the end of the form. After clicking on this button you can still modify the contents of the fields

This validation is merely a tool to help applicants fill in the form. The operation does not guarantee that the information has been entered properly. It remains the responsibility of the applicant to check the contents of the form.

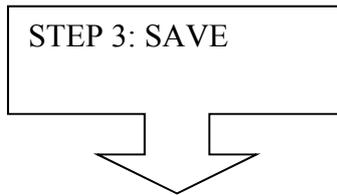
Note: on every page of the application form, Acrobat Reader provides a "highlight fields" button (upper right corner). You can use this button to visualize more easily the mandatory fields (and hence, those that you might have forgotten to complete).



After validating the application, the “**LOCK BUTTON**” will appear on the same page. Check that all mandatory fields are properly filled in and that you are satisfied with their contents. If you are sure that there are no more changes to be made, click on the button to finalise your work. **After locking you will no longer be able to modify the data.** It is therefore strongly recommended to make a copy of the application form before locking it. You will be able to use this copy if ever you realise that the locked application form still contains errors.

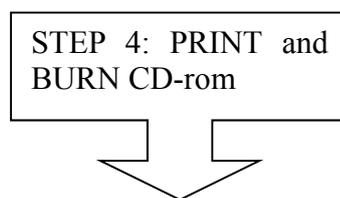
As a result of the locking of the application form, an informatics number (IT number) will be inserted at the bottom of each page. This number is generated automatically, for internal use.

**You will receive a different reference number in the acknowledgement of receipt that will be sent to you, once you submit the proposal to the Awarding Authority.**



Please now save the locked application form. **This step is really important since it includes saving the IT number.**

A new page appears, informing you that the application form has been completed. Follow the instructions on this page on how to prepare the full application package to be sent to the Executive Agency. This procedure is also described in paragraph 3 above as well as in more details in the call for proposals for conferences document.



After printing the application form check that the reference number of the electronic version corresponds to the reference number of the paper version. Please also burn the application form on a CD rom/DVD or save it on a USB-key and check for readability!

The next page in the form is the "overview" page. It is automatically generated with the information you provided before. You do not have to enter any information here.

The "acknowledgement of receipt" page is also automatically filled; you do not have to enter any information here. Once your proposal has been received by the Awarding Authority, a reference number will be attributed and noted on this page. Then, the page will be sent back to you for future reference.

## **18. DECLARATION OF HONOUR**

The declaration of honour has to be signed and sent to the Awarding Authority as part of the application package. The declaration of honour is automatically produced by the form. Please follow the instruction in the form to print the declaration of honour. **If the original signed declaration of honour is not included in the application package, it will be rejected and not submitted to evaluation.**

## **19. MANDATORY CHECKLIST**

This mandatory checklist is a new feature of the application form. It helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it. Contrary to the declaration of honour, there is no need that the legal representative signs this checklist. It should be signed by the contact person / the person responsible to prepare the application package. **If the complete and original checklist is not included in the application package, it will be rejected and not submitted to evaluation.**