



EUROPEAN
COMMISSION

Brussels, 30.11.2012
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COMMISSION IMPLEMENTING DECISION

of 30.11.2012

concerning the adoption of the financing decision for 2013 of the specific programme "DAPHNE III" as part of the general programme "Fundamental rights and Justice"

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the functioning of the European Union,

Having regard to Decision N° 779/2007/EC of 20 June 2007¹ of the European Parliament and of the Council establishing for the period 2007-2013 a specific programme to prevent and combat violence against children, young people and women and to protect victims and groups at risk (Daphne III programme), and in particular, Article 9 (2) thereof,

Having regard to Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities² (hereinafter referred to as the 'Financial Regulation'), and in particular Articles 75 and 110 thereof,

Having regard to Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities³ (hereinafter referred to as the 'Implementing Rules'), and in particular Article 90 thereof,

Whereas:

- (1) In accordance with Article 75 of the Financial Regulation and Article 90(1) of the Implementing Rules, the commitment of expenditure from the Union budget shall be preceded by a financing decision setting out the essential elements of the action involving expenditure and adopted by the institution or the authorities to which powers have been delegated by the institution.
- (2) In accordance with Article 110 of the Financial Regulation and Article 9(2) of Council Decision N° 779/2007/EC, the Commission shall adopt an annual work programme.
- (3) The 2013 work programme being a sufficiently detailed framework in the meaning of Article 90(2) and (3) of the Implementing Rules, the present decision constitutes a financing decision for the expenditure provided in the work programme for grants and procurement.

¹ OJ L 173 – 03.07.2007.

² OJ L 248, 16.9.2002, p. 1.

³ OJ L 357, 31.12.2002, p. 1.

- (4) This financing decision may also cover the payment of interest due for late payment on the basis of Articles 83 of the Financial Regulation and 106(5) of the Implementing Rules.
- (5) For the application of this decision, it is appropriate to define the terms 'substantial change' within the meaning of Article 90(4) of the Implementing Rules.
- (6) In accordance with the procedure referred to in Article 9(3) of Decision N° 779/2007/EC of the European parliament and of the Council, the Daphne III Committee set-up by this decision was consulted and delivered a favourable opinion on the 2013 Daphne III work programme.

HAS DECIDED AS FOLLOWS:

Article 1

The annual work programme for the implementation of the Daphne III Programme in 2013, as set out in the annex, is hereby adopted. It constitutes a financing decision in the meaning of Article 75 (2) of the Financial Regulation.

Article 2

Without prejudice to the last paragraph, the maximum contribution authorised by this Decision for the implementation of the Daphne III Programme is set at EUR 18 504 000 to be financed from the budgetary line no 33 02 05 of the General Budget of the European Union for 2013.

These appropriations may also cover interest due for late payment.

The implementation of this Decision is subject to the availability of the appropriations provided for in the draft budget for 2013 after the adoption of the budget for 2013 by the budgetary authority or provided for in the provisional twelfths.

Article 3

Cumulated changes of the allocations to the specific actions not exceeding 20 % of the maximum contribution set in Article 2 are not considered to be substantial provided that they do not significantly affect the nature and objective of the work programme. The increase of the maximum contribution may not exceed 20% of the maximum contribution set in Article 2.

The authorising officer responsible may adopt such changes in accordance with the principles of sound financial management and of proportionality.

Done at Brussels, 30.11.2012

For the Commission
Viviane REDING
Vice-President

ANNEX

ANNUAL WORK PROGRAMME 2013

The Daphne III Programme (2007-2013) to prevent and combat violence against children, young people and women and to protect victims and groups at risk

1. GENERAL CONTEXT

1.1. Policy and Legal Context

On 20 June 2007, the European Parliament and the Council jointly adopted the Decision No 779/2007/EC⁴, establishing for the period 2007-2013 the specific programme to prevent and combat violence against children, young people and women and to protect victims and groups at risk (Daphne III programme, hereinafter referred to as the "Programme") as part of the General Programme on 'Fundamental Rights and Justice', in order to contribute to the strengthening of the area of Freedom, Security and Justice over the period of 2007 - 2013. This Decision specifies the general and specific objectives of the Programme and the specific activities to be implemented.

1.2. General objectives of the programme

The **general objective** of the Programme is to contribute to the protection of children, young people and women against all forms of violence and to attain a high level of health protection, well being and social cohesion. The programme shall contribute, especially where it concerns children, young people and women, to the development of the EU policies and more specifically to those related to public health, human rights and gender equality, as well as to actions aimed at protection of children's rights, and the fight against trafficking in human beings and sexual exploitation. A particular attention is paid to preventive measures to protect children, young people and women against all forms of violence.

1.3. Target groups

Activities co-financed by the Programme shall benefit children, young people and women who are, or at risk of becoming, victims of violence.

The main target groups (or intermediary groups) of the activities shall be, *inter alia*, families, teachers and educational staff, social workers, police and border guards, local, national and military authorities, medical and paramedical staff, judicial staff, NGOs, trade unions and religious communities.

2. BUDGET DISTRIBUTION FOR 2013

For 2013, the total annual budget available for this programme is EUR 18 504 000⁵. The relevant budget heading is 33 02 05. The total annual budget includes the contribution from the EFTA States that are party to the EEA.

⁴ OJ L 173/19

⁵ The appropriations arising from the internal assigned revenue (revenue from recoveries) carried over from 2013 to 2013 will be added to this amount.

The annual work programme consists of the following parts and types of action:

Types of actions	Envisaged budget in EUR
Grants⁶	
- Action grants to specific transnational projects of Union interest (call for proposals)	EUR 11 404 000
- 116 000 hotline - specific action grants	EUR 4 500 000
- Child Abduction Alert Mechanism - specific action grants	EUR 600 000
- Operating grants to support the annual work programme of non-governmental organisations or other entities (call for proposals)	EUR 1 000 000
Specific actions on the initiative of the Commission	
Public procurement	EUR 1 000 000
Total:	EUR 18 504 000

3. ACTION GRANTS

3.1. Action Grants following a call for proposals

3.1.1. Priorities for 2013

The grants provided under this heading shall co-finance transnational projects within the scope of the Programme. The call for proposals shall focus on the annual priorities described below:

- Support for victims of violence
- Violence linked to harmful practices
- Children as victims and/or witnesses of violence in close or intimate relationships
- Children as victims of bullying at school
- Perpetrator interventions and victim protection measures
- Prevention of violence against children, young people and women through projects targeting attitudinal and behavioural changes in the context of sexualisation
- Awareness raising on violence against women

⁶ In conformity with Article 9(2) of the Daphne III Decision, a minimum of 70% of annual expenditure will be allocated to grants.

3.1.1.1. Support for victims of violence

Under this priority the Commission would fund projects that focus on specialised support services for women, young people and children victims of violence (e.g. shelters, counselling services, rape crisis and sexual assault referral centres, helplines, specialised child support, targeted support services for most vulnerable groups of victims, such as persons with disabilities, migrants, Roma, persons belonging to ethnic minorities, LGBTI and elderly women). Projects should focus on any of the following actions: mapping of existing specialist support services (either public or run by non-governmental organisations (NGOs)) in the Member States; development and exchange of best practices in establishing and running such specialised services (building on existing work in this area); identification of gaps and recommendations for establishing specialist services at national level; promotion of the cooperation and networking across the EU of national/local authorities or NGOs responsible for providing specialist support.

3.1.1.2. Violence linked to harmful practices⁷

Under this priority the Commission would fund practical projects related to combating and preventing violence linked to so-called harmful practices (e.g. female genital mutilation, forced or early marriage or forced sexual relationships, honour crimes) committed against women, young people and children. Projects must incorporate direct participation of the communities, including targeted awareness-raising, education, specialised training of key professionals as well as promotion of dialogue within practising communities.

3.1.1.3. Children as victims and/or witnesses of violence in close or intimate relationships

Under this priority the Commission would fund practical projects benefiting child victims and/or witnesses of violence in close or intimate relationships, where projects roll out previously tried and tested models or pilots (to be described in detail in the application) taking a child-centred approach. Projects under this priority may allow for adaptations or customisation in line with the situation in individual Member States, but the overall objectives and methods must be the same for all participating Member States.

3.1.1.4. Children as victims of bullying at school

Under this priority the Commission would fund projects that develop and roll out, or roll out previously developed and piloted comprehensive anti-bullying policy and programmes (to be described in detail in the application) in schools. Projects funded under this priority must involve children, teachers and staff in a participatory and empowering manner and clearly document the numbers of children/teachers/staff that will be reached. Projects must also collect data – disaggregated by gender and age on the numbers reached. Bullying at school projects may also cover social networking sites as an extension of bullying in schools. Projects under this priority may allow for adaptations or customisation in line with the situation in individual Member States, but the overall objectives and methods must be the same for all participating Member States.

⁷ For the purposes of this call for proposals, the harmful practices described in UN CRC General Comment No13 are in scope of this priority:

See: http://www2.ohchr.org/english/bodies/crc/docs/CRC.C.GC.13_en.pdf

3.1.1.5. Perpetrator interventions and victim protection measures

Under this priority the Commission would fund projects that build on tried and tested intervention models targeted at perpetrators of violence against children, young people and women, with the aim of preventing further violence, by bringing about attitudinal and behavioural change. The Commission would also fund projects that analyse the current availability and actual use of and conditions for different forms of protection orders (e.g. restraining and barring orders) by law enforcement agencies and the judiciary in the Member States to prevent further violence against children, young people and women.

3.1.1.6. Prevention of violence against children, young people and women through projects targeting attitudinal and behavioural changes in the context of sexualisation

Under this priority, the Commission would fund practical projects that empower children (boys and girls), young people and women to use media in a safe way to bring about attitudinal and behavioural changes with regard to the potentially harmful impact of gender stereotyping and sexualisation in the media, consumer industries, online or video games, social networking, etc. Projects on children must take due account of the standards set out in the UN Convention on the rights of the child. Projects under this priority must clearly document the number of children, young people and/or women to be reached and collect data – disaggregated by gender and age – on the numbers reached by the project. Projects may allow for adaptations or customisation in line with the situation in individual Member States, but the overall objectives and methods must be the same for all participating Member States.

3.1.1.7. Awareness raising on violence against women

Under this priority, the Commission would fund projects that develop new and innovative awareness raising activities and materials aimed at preventing violence against women (e.g. using social networking websites, films, songs, theatre plays, photo competitions, etc) which will be targeted at and/or accessible for most vulnerable groups of women, such as women with disabilities, migrants, Roma, women belonging to ethnic minorities, lesbians, transsexuals and elderly women.

3.1.2. *Financial provisions and payment conditions for action grants*

The total amount foreseen for action grants is EUR 11 404 000. Any outstanding amounts from the specific action grant calls mentioned below may be added to this amount.

The grant provided by the Programme should not cover the entire cost of the action; the EU contribution is limited to a maximum 80% of the total eligible cost of the action. Consequently, at least 20% of the total eligible costs must be covered by the applicant, the partners or by another fund provider. Contributions in kind cannot be included in the project budget as an expense and are not accepted as co-financing. Projects must be non-profit making.

The Commission may award a grant lower than the amount requested. Grants awarded shall be covered by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. A grant agreement for an action with one beneficiary or with multiple beneficiaries will be used on a case by case basis, as appropriate. The agreement is a standard agreement, and its terms and conditions may not be altered and are not subject to negotiation.

As a general rule, the co-funding is provided in two instalments: a pre-financing payment of up to 80% of the Commission grant on the signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement. Based on individual risk assessment the Commission may lower the percentage of the pre-financing, introduce an interim payment or request additional financial guarantees from the applicant. These additional conditions should be set out in the grant agreement.

3.1.3. Selection procedure

Projects to be co-financed will be selected following a call for proposals. Proposals will be evaluated by an evaluation committee made up of Commission staff, possibly assisted by independent experts. The essential exclusion, eligibility, selection and award criteria are described here below and will be further detailed in the call for proposals.

3.1.4. Exclusion criteria

Applicants will be excluded from participating in the call for proposals if they are in one of the situations referred to in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation.

3.1.5. Eligibility criteria

To be eligible, projects must

- (a) be submitted by public or private organisations and institutions (non-governmental organisations, local authorities at the relevant level, university departments and research centres) duly established in one of the Member States of the EU or the EFTA States that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway). Organisations of third countries may participate as associate partners but are not authorized to submit projects or be co-applicants (co-beneficiaries).
- (b) Bodies set up by the European Union under Article 185 of the Financial Regulations (agencies) shall not be entitled to apply for a grant, but may, if so defined in the conditions of the open call for proposals, be associated to the application. However, their costs cannot be co-funded by the grant;
- (c) be submitted by the deadline set in the call for proposals using only the online application tool of Directorate General Justice and must be presented on the standard forms, accompanied by all compulsory documents and annexes;
- (d) be transnational and involve organisations from at least two EU Member States;
- (e) the EU grant applied for cannot be lower than 75.000 EUR;
- (f) contain a balanced budget presenting the sources of co-financing other than the budget of the EU (the EU co-financing can be maximum up to 80% of the total eligible costs);
- (g) not be completed or started prior to the date of submission of the grant application.

3.1.6. Selection criteria

In accordance with Articles 115(1) and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for action which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant's operational and professional competencies to implement and/or coordinate the proposed action and to maintain its activities during the period of implementation of the proposed action;
- (b) The applicant's financial capability: the applicant should have stable and sufficient sources of funding to maintain its activity throughout the period during which the proposal is being carried out and to participate in its funding.

3.1.7. Award criteria

The award criteria aim to ensure the selection of actions with high inherent quality, which contribute as much as possible to the Programme objectives and the priorities set for 2013 in a cost-effective manner. All projects submitted must aim to generate an added value at EU level and be within the scope of the Programme. The proposals will be assessed against the following criteria:

- (a) Relevance to the priorities outlined in this Annual Work Programme and impact of the expected results on the general and specific objectives of the Programme;
- (b) Quality of the proposed action regarding its conception, organisation and presentation;
- (c) European dimension and added value. Innovation;
- (d) Dissemination and sustainability;
- (e) Value for money/Cost-effectiveness.

3.1.8. Approximate Timetable

The following indicative schedule of the general call for proposals is envisaged:

Publication of the call for proposals on the Commission website:	Q4 2012
Deadline for submission of proposals:	Q1 2013
Opinion of the Programme Committee:	Q3 2013
Commission Award Decision:	Q3 2013
Commitments and grant agreements:	Q4 2013
Projects' starting date:	Q4 2013

3.2. Specific 116 000 hotline action grants

3.2.1. Priorities for these specific action grants

The grants provided under this call shall co-finance projects from non-governmental organizations (NGOs) or other entities mandated by the national authorities in setting up and/or running 116 000 hotlines for missing children.

3.2.2. *Financial provisions*

The total amount foreseen for these grants is EUR 4 500 000. The financial provisions laid down in section 3.1.2 shall apply accordingly.

3.2.3. *Selection procedure*

Projects to be co-financed will be selected following a call for proposals. Proposals will be evaluated by an evaluation committee made up of Commission staff, possibly assisted by independent experts. The essential exclusion, eligibility, selection and award criteria are described here below and will be further detailed in the call for proposals.

3.2.4. *Exclusion criteria*

Applicants will be excluded from participating in the call for proposals if they are in one of the situations referred to in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation.

3.2.5. *Eligibility Criteria*

To be eligible, projects must

- (a) be submitted by a legal entity duly established in one of the Member States of the EU or the EFTA States that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway), that has been attributed the 116 000 number by the relevant national authorities and is mandated to set up and/or run the hotline for missing children at national level;
- (b) be submitted by the deadline set in the call for proposals using only the online application tool of Directorate General Justice and must be presented on the standard forms, accompanied by all compulsory documents and annexes;
- (c) the EU grant applied for cannot be higher than EUR 300 000⁸;
- (d) contain a balanced budget presenting the sources of co-financing other than the budget of the EU (the EU co-financing can be maximum up to 80 % of the total eligible costs);
- (e) not be completed prior to the date of submission of the grant application.

In the case of the 116 000 hotlines, the transnational character of such actions is achieved via establishment and maintenance of a single number in all Member States.

3.2.6. *Selection Criteria*

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for operation which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

⁸ An average grant of €200 000 is expected for this call, with the maximum of €300 000 requiring justification through the size of the target group and number of hotline calls to be expected, usually due to the size of the population of the Members State concerned.

- (a) The applicant's operational and professional capacity to implement the proposed action and to maintain its activities during the period of implementation of the proposed action;
- (b) The applicant's financial capability: the applicant should have stable and sufficient sources of funding to maintain its activity throughout the period during which the proposal is being carried out and to participate in its funding.

3.2.7. Award Criteria

The proposals meeting the selection criteria will be evaluated against the following award criteria:

- (a) Relevance to the priority of this specific objective that is to achieve the establishment and maintenance of a single number in all Member States;
- (b) Quality of the planned activities in relation to best practices established in the field for setting up 116 000 hotlines;
- (c) European dimension and added value. Innovation;
- (d) Dissemination and sustainability;
- (e) Value for money/Cost effectiveness.

3.2.8. Approximate Timetable

The following indicative schedule of the call for proposals is envisaged:

Publication of the call for proposals on the Commission website:	Q4 2012
Deadline for submission of proposals:	Q1 2013
Opinion of the Programme Committee:	Q1 2013
Commission Award Decision:	Q1 2013
Commitments and grant agreements:	Q2 2013

3.3. Child Abduction Alert Mechanisms – specific call for action grants

3.3.1. Priorities for these specific action grants

Grants will be awarded in order to introduce child abduction alert mechanisms in Member States (probably 5 new mechanisms), which do not have such a system in place yet. In particular this shall involve:

- establishing a protocol setting out the conditions for use of the alert scheme and the legal framework for intervention;
- creating the technical communication tools required for the alert scheme;

- concluding partnership agreements with NGOs officially appointed to handle cases of child abduction, or other partners such as press agencies, TV and radio broadcasters.

Grants on the basis of applications will only be awarded to the competent national law enforcement authorities/judiciary or non-profit organisations mandated to develop and launch child abduction alert mechanisms⁹.

3.3.2. *Financial provisions*

The total budget envisaged for grants to be awarded is EUR 600 000. The maximum grant per project is EUR 120 000 and the duration of the grant cannot exceed 12 months. For such grants the other financial provisions referred to in section 3.1.2 shall apply accordingly.

3.3.3. *Selection procedure*

Projects to be co-financed will be selected following a call for proposals. Proposals will be evaluated by an evaluation committee made up of Commission staff. The essential exclusion, eligibility, selection and award criteria are described here below and will be further detailed in the call for proposals.

3.3.4. *Exclusion criteria*

Applicants will be excluded from participating in the call for proposals if they are in one of the situations referred to in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation.

3.3.5. *Eligibility Criteria*

To be eligible, projects must

- be submitted by a legal entity duly established in one of the Member States of the EU or the EFTA States that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway), which is either the competent national law enforcement authorities/judiciary or a non-profit organisations mandated to develop and launch child abduction alert mechanisms;
- be submitted by the deadline set in the invitation and be accompanied by all compulsory documents and annexes, including a project management plan;
- the EU grant applied for cannot be higher than 120.000;
- contain a balanced budget presenting the sources of co-financing other than the budget of the EU (the EU co-financing can be a maximum up to 80% of the total eligible costs);
- not be completed prior to the date of submission of the grant application.

⁹ [The Commission Staff Working paper "Best practice for launching a cross-border child abduction alert" \(SEC \(2008\) 2912 of 24 November 2008\) will be taken as reference for minimum quality standards.](#)

3.3.6. Selection Criteria

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for operation which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant's operational and professional capacity to implement the proposed action and to maintain its activities during the period of implementation of the proposed action;
- (b) The applicant's financial capability: the applicant should have stable and sufficient sources of funding to maintain its activity throughout the period during which the proposal is being carried out and to participate in its funding.

3.3.7. Award Criteria

The proposals meeting the selection criteria will be evaluated against the following award criteria:

- (a) Relevance to the priority of this specific objective that is to introduce child abduction alert mechanisms in all Member States;
- (b) Quality of the planned activities in relation to best practices established in the field of child abduction alert mechanisms;
- (c) Dissemination and sustainability;
- (d) Value for money/Cost effectiveness;

3.3.8. Approximate Timetable

The following indicative schedule of the call for proposals is envisaged:

Publication of the call for proposals on the Commission website:	Q4 2012
Deadline for submission of proposals:	Q1 2013
Opinion of the Programme Committee:	Q1 2013
Commission Award Decision:	Q2 2013
Commitments and grant agreements:	Q2 2013

4. OPERATING GRANTS

Following a call for proposals, operating grants may be awarded to non-governmental, non-profit making organisations and bodies pursuing one or several objectives of the Programme with a European dimension.

The aim of this grant is to support the implementation of the annual work programme of entities for a period equal to their 2013 accounting year starting by co-financing the

expenditure linked to their normal activities as approved in their annual work programme and the costs of the general administrative expenditure necessary for the running of the body.

The objectives of the activities included in their 2013 annual work programme of the organisation should be in line with the objectives of the Programme.

4.1. Financial provisions

The total amount foreseen for operating grants is EUR 1 000 000.

The grant provided by the Programme should not cover the entire costs the applicant expects to incur in carrying out its activities during its financial year starting in 2013; the EU contribution is limited to a maximum of 80% of the total eligible operational budget of the organisation. Consequently, at least 20% of the total eligible operating costs must be covered by other sources. Contributions in kind cannot be included in the budget as an expense and are not accepted as co-financing.

The activities must be non-profit making. The same organisation may not benefit from more than one operating grant (for the same period) from the budget of the European Union.

The Commission may award a grant lower than the amount requested. Grants awarded shall be covered by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. The agreement is a standard agreement, and its terms and conditions may not be altered or subject to negotiation.

As a general rule, the co-funding is provided in two instalments: a pre-financing payment corresponding up to 80% of the Commission grant on the signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement. Based on individual risk assessment, the Commission may lower the percentage of the pre-financing, introduce an interim payment or request additional financial guarantees from the applicant. These additional conditions should be set out in the grant agreement.

4.2. Selection procedure

Operating grants to be co-financed will be selected following a call for proposals. Proposals will be evaluated by an evaluation committee made up of Commission staff, possibly assisted by independent experts.

The essential exclusion, eligibility, selection and award criteria are described here below and will be further detailed in the call for proposals.

4.3. Exclusion Criteria

Applicants will be excluded from participating in the call for proposals if they are in one of the situations referred to in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation

4.4. Eligibility Criteria

4.4.1. Eligibility of the applicant

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

- (a) the applicant organisation should have legal personality duly established in one of the Member States of the EU or the EFTA States that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway);
- (b) the applicant organisation must be non-governmental and non-profit making;
- (c) the applicant organisation must
 - be an organisation that has a corporate or organisational structure in at least 10 EU Member States through their own offices or branches; or
 - represent (as a joint secretariat or officially appointed coordinator) an established formal network or organisations that work through an with partner/member organisations in at least 10 EU Member States. Only the application submitted by the organisation appointed as the joint secretariat /coordinator may submit an application, the member/partner organisations are not eligible to apply; or
 - represent organisations that are active via an informal network of organisations that carry out work with a common objective least 10 EU Member States. In that case the activities of the represented entities during the financial year 2013 are expected to result in the formalisation of the network either by setting up a formal legal entity or by adopting a document appointing one of the member organisations or a joint secretariat to coordinate the work of the network in the future that carry out work with a common objectives in at least 10 eligible countries.

4.4.2. *Eligibility of the application*

In order to be eligible proposals

- (a) must be submitted by the deadline set in the call for proposals using only the online application tool of Directorate General Justice and must be presented on the standard forms, accompanied by all compulsory documents and annexes;
- (b) must present an annual work programme, the aims and objectives of which is in line with the objectives of the Programme;
- (c) must seek co-financing for the costs to be incurred during the implementation of the annual work programme of the organisation approved for its financial year starting in 2013, the maximum duration of the grant being 12 months;
- (d) must seek an EU grant that must neither be higher than EUR 250 000 nor less than EUR 75 000;
- (e) must contain a balanced budget clearly presenting the sources of co-financing other than budget of the EU (the EU co-financing can be a maximum up to 80% of the total eligible costs).

4.5. **Selection Criteria**

In accordance with Article 115(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for operation which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant's operational and professional competencies and capacities to implement the proposed activities;
- (b) The applicant's financial capability to carry out the proposed annual work programme and participate in its funding.

4.6. Award Criteria

The proposals will be evaluated on the basis of the following award criteria:

- (a) Consistency with the Programme's general and specific objectives;
- (b) Quality of the planned activities;
- (c) European dimension of the activities carried out, including geographic impact, citizens' involvement;
- (d) Sustainability, including likely impact and multiplier effect of activities;
- (e) Value for money/Cost effectiveness.

4.7. Approximate Timetable

Publication of the call on the Commission website:	Q4 2012
Deadline for submission of proposals:	Q4 2012
Opinion of the Programme Committee:	Q1 2013
Commission Award Decision:	Q1 2013
Commitments and grant agreements:	Q2 2013

5. PROCUREMENT AND OTHER ACTIONS ON THE INITIATIVE OF THE COMMISSION

In 2013 the Commission intends to undertake several actions through contracts following public procurement (open calls for tenders and framework contracts) or administrative arrangements. Conferences, seminars may be held and studies and impact assessments may be undertaken as far as they are needed in order to prepare, or accompany new legislation or to respond to policy changes in the area covered by the Programme. The total budget envisaged for these types of actions is EUR 1 000 000. It may cover in particular the following actions:

- (a) Conference regarding the state of play of the implementation of the 116 000 hotline;
- (b) Preparation of the ex-post evaluation report as requested by Article 15 (3) (c) of the Programme;
- (c) Conference on the final results of the Programme;

- (d) Conferences (Presidency conferences included), seminars may be held and studies and impact assessments may be undertaken as far as they are needed in order to prepare, or accompany new legislation or to respond to policy changes in the area covered by the Programme

5.1. Approximate Timetable

The following indicative schedule of approximately 8 procurement contracts concluded after a call for tenders or framework contracts is envisaged:

Publication of the call for tenders:	Q2 2013
Deadline for submission of proposals:	Q4 2013
Commitments and contracts:	Q1 2014