



Brussels, 12.12.2012
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COMMISSION IMPLEMENTING DECISION

of 12.12.2012

concerning the adoption of a financing decision for 2013 in the framework of the specific programme "Fundamental rights and citizenship"

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THE EUROPEAN COMMISSION,

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

Having regard to Council Decision 2007/252/EC of 19 April 2007 establishing for the period 2007-2013 the specific programme Fundamental rights and citizenship as part of the General programme Fundamental Rights and Justice¹, and in particular Article 9(2) thereof,

Having regard to Council Regulation (EC, Euratom) 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) 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 Community 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 Decision 2007/252/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 110, 27.4.2007, p. 33.

² OJ L 248, 16.9.2002, p. 1.

³ OJ L 357, 31.12.2002, p. 1.

- (4) Under Article 168(1) d) of the Implementing Rules, grants may be awarded without a call for proposals in the case of bodies identified in the basic act.
- (5) The 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.
- (6) 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.
- (7) In accordance with the procedure referred to in Article 9(3) of Council Decision No 2007/252/EC, the committee was consulted and delivered a favourable opinion on the work programme for 2013.

HAS ADOPTED THIS DECISION:

Article 1

The annual work programme for the implementation of the Fundamental Rights and Citizenship 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 Fundamental Rights and Citizenship Programme is set at EUR 15 500 000 to be financed from the budgetary line no 33 02 04 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.

Article 4

Grants may be awarded without a call for proposals to the bodies identified in Article 4 d) of Council Decision No 2007/252/EC, in accordance with the conditions detailed in the annexed work programme.

Done at Brussels, 12.12.2012

For the Commission
Viviane REDING
Vice-President

ANNEX

ANNUAL WORK PROGRAMME 2013

Specific Programme "Fundamental rights and citizenship"

1. GENERAL CONTEXT

1.1. Policy and Legal Context

On 19 April 2007⁴, the Council adopted the Decision No 2007/252/EC, establishing for the period 2007-2013 the specific programme "Fundamental rights and citizenship " (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.

The Commission will seek to avoid any duplication between the actions supported by this Programme and the activities of international organisations competent in the field of fundamental rights, such as the Council of Europe and the European Union Agency for Fundamental Rights.

This work programme reflects the policy orientations taken in the Stockholm Programme:

1.2. Objectives of the programme

The general objectives of the Programme are:

- (1) To promote the development of a European society based on respect for fundamental rights;
- (2) To strengthen civil society and to encourage an open, transparent and regular dialogue with it in respect of fundamental rights;
- (3) To fight against racism, xenophobia and anti-Semitism and promote better interfaith and intercultural understanding and improved tolerance in the EU;
- (4) To improve contacts, exchange of information and networking between legal, judicial and administrative authorities and the legal professions, for a better mutual understanding.

1.3. Target groups

The programme is targeted at European Union citizens, citizens of participating countries or third countries nationals legally residing within the European Union territory and civil society associations, among other groups active in promoting the objectives of the programme. The beneficiaries of the funding under this programme could be institutions and public or private

⁴ OJ L 110, 27.4.2007, p. 33

organisations, universities, research institutes, non-governmental organisations, national, regional and local authorities, international organisations and other non-profit organisations established in the European Union.

2. BUDGET DISTRIBUTION FOR 2013

For 2013, the total annual budget available for the Programme is EUR 15 500 000.⁵ The relevant budget heading is 33 02 04.

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

Types of actions	Envisaged budget in EUR
Grants	
- Action grants to specific transnational projects of Union interest (call for proposals)	EUR 10 900 000
- Operating grants to support the annual activity programme of non-governmental organisations or other entities (call for proposals)	EUR 600 000
- Operating grants for organisations mentioned in the basic act	EUR 400 000
Specific actions on the initiative of the Commission	
- Public procurement	EUR 3 600 000
Total	EUR 15 500 000

3. ACTION GRANTS FOLLOWING A CALL FOR PROPOSALS

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

3.1. Priorities for 2013

3.1.1. *Fundamental rights and rights of the child*

Overall priority will be given to large-scale projects built on a wide partnership involving organisations from a significant number of Member States and offering a true European scope and relevance. Actions that duplicate other activities in this area, particularly in the framework of other related EU funding programmes, will not be retained.

Rights of the child

⁵ The appropriations arising from the internal assigned revenue (revenue from recoveries) carried over from 2012 to 2013 will be added to this amount.

Priority will be given to projects that focus on or explicitly include a majority of children from vulnerable groups. All projects should not only develop a sound methodology using recognized existing good practice or tried and tested intervention models, but also consist of a large proportion of concrete and practical delivery to the specific target groups identified.

Within this context the following actions will be considered for funding:

Training for practitioners/professionals dealing with children in residential care or detention: on the rights of the child and on how to communicate with the children in an age- and context-appropriate manner.

Development and delivery of training modules on child-friendly justice⁶ for legal and other (e.g. social and health workers, police) professionals and practitioners who interact with children in the context of judicial proceedings (civil, criminal or administrative law). Modules should be developed in order to be made available and be easily adaptable for use in all EU Member States. Modules must be piloted and adapted where necessary as a result of piloting and as part of the project. Specific focus should be on:

- Interdisciplinary training on the rights and needs of children of different age groups and on proceedings that are adapted to them in the context of implementation of Article 12 of the UN Convention on the rights of the child (UNCRC)⁷ (The right to be heard).
- Modules for professionals having direct contact with children must include training on communicating with them at all ages and stages of development, and with children of particular vulnerability.

Fostering participation of Roma children through identification and development of effective approaches to involve them in matters that concern them. The aim should be to empower Roma children and to build a basis for their meaningful participation at local, regional and national levels.

Structural improvements to the provision of general information to children on their rights, namely by piloting good practice or the further rollout of good practice in the provision of general legal/rights-related advice for children, such as by way of legal advice clinics for children or mobile legal advice units, whose work is firmly grounded in the rights contained in the EU Charter of Fundamental Rights and the UN Convention on the rights of the child, for children.

Informing on where the EU Charter of Fundamental Rights applies and where to turn to if fundamental rights are violated

In order to strengthen a shared culture of fundamental rights within the European Union and the effective enforcement of the Charter of Fundamental Rights of the EU, the Commission seeks to promote information and training activities to improve the knowledge and understanding of the scope and application of the Charter. Priority will be given to projects with a focus on directing individuals who believe their fundamental rights have been violated

⁶ In accordance with 2010 Guidelines on child-friendly justice of the Council of Europe http://www.coe.int/t/dghl/standardsetting/childjustice/default_en.asp

⁷ United Nations Convention on the Rights of the Child <http://www2.ohchr.org/english/law/crc.htm>

towards the appropriate authorities. More precisely, the Commission explained in the 2011 Report on the application of the Charter of Fundamental Rights (COM(2012) 169final), that it would examine how to encourage authorities that handle complaints on fundamental rights to establish citizen-friendly "admissibility check lists" enabling complainants to determine whether their case can likely be dealt with by the bodies concerned. Priority will be given to projects targeting National Human Rights Institutions, Ombudsmen (including for children) and Equality bodies, which promote exchange of best practices in the elaboration of such admissibility check lists and that include at least three EU Member States. Project proposals should clearly state their complementarity and added value with the work carried out by the EU Agency for Fundamental Rights (FRA) in the framework of the CLARITY' (Complaints, Legal Assistance and Rights Information Tools for You) project⁸.

Combating different forms and manifestations of racism and xenophobia

The Commission seeks to fund projects which aim to raise awareness on racism and xenophobia as well as projects which seek to contribute to the development of effective reporting, data collection and exchange of practices as regards redress mechanisms to address these phenomena, in particular hate speech and hate crimes.

Fighting Homophobia: Enhanced/improved understanding and tolerance

The Commission will support actions that emphasise the fundamental rights perspective in the fight against homophobia, in particular projects aimed at better identifying homophobic attitudes and stereotypes. Priority will be given to projects aimed at analysing the problem and at improving redress and reporting mechanisms, as well as methods and practices aimed at combating hate speech and hate crimes.

Training and networking between legal professionals and legal practitioners

In order to strengthen a shared culture of fundamental rights within the European Union, the Commission seeks to support training and awareness-raising activities aimed at improving the knowledge and understanding of legal, judicial and administrative authorities and of legal professionals and practitioners of the rights and principles laid down in the Charter of Fundamental Rights of the EU. In particular, the Commission seeks to fund projects aiming at training of national authorities, in particular law enforcement authorities, in the areas of the fight against racism, xenophobia, antisemitism and homophobia. In addition, the Commission will also support cooperation and exchange of information between the legal professions and all legal practitioners in the area of fundamental rights.

3.1.2. Citizenship

The Commission intends to promote information and civic education initiatives on the active participation of Union citizens in the democratic life of the Union and, in particular, participation in European Parliament and municipal elections. Specifically, projects focusing on the exercise of electoral rights of Union citizens in the Member States where they reside and of which they are not nationals would be favoured.

The Commission will support actions aimed at collecting and disseminating information on the exercise in practice by citizens of these electoral rights and the various factors

⁸ FRA, Annual work programme 2013, available at: http://fra.europa.eu/fraWebsite/attachments/FRA_AWP2013_EN.pdf

contributing to the low turnout of non-national Union citizens in elections organised in the Member State of residence, such as the level of involvement of Union citizens in the political life at local level e.g. as members of political parties in that Member State.

The Commission will support activities aimed at encouraging and supporting initiatives and projects carried out by associations in which Union citizens residing in another Member State than their own, are involved or which are specifically targeted to encourage and involve these citizens in the political life of the Member State where they reside.

Raise awareness about Union citizenship and the rights attached to it and identify obstacles to their effective exercise

In the context of the 2013 European Year of Citizens, the Commission will support initiatives and projects aimed at

- raising awareness about Union citizenship, the rights and responsibilities attached to this status and its concrete benefits for Union citizens
- identifying obstacles to the effective exercise of these rights by Union citizens in their daily lives as well as solutions and best practices to tackle these obstacles, in line with the exercise launched by the EU Citizenship report.

Raise awareness and improve knowledge about the EU rules on free movement, in particular Directive 2004/38/EC

With a view to enhancing on the ground the implementation of the right to free movement and residence for EU citizens and their family members, the Commission intends to support initiatives and projects that aim at improving:

- the knowledge and expertise on the EU rules on free movement, in particular Directive 2004/38/EC, of local/regional/national authorities involved in implementing those EU rules
- the understanding of wider implications of free movement, including the exchange of best practices in tackling abuses of free movement
- the awareness by EU citizens of their right to free movement and assisting them in enforcing effectively their rights.

Facilitate sharing of knowledge and exchange of best practices on acquisition and loss of Union citizenship

The Commission will encourage initiatives and projects aimed at acquiring and sharing knowledge and exchanging experience on conditions and procedures for forfeiting Member States' nationality and, consequently, EU Citizenship, with a view to disseminating good practices and, where necessary, facilitating cooperation without encroaching on national competences.

N.B: The introduction of Union citizenship does not compromise the principle of international law that States have the power to lay down the conditions for the acquisition and loss of nationality. This principle is not affected by the Treaty on the Functioning of the European

Union and has been confirmed in case-law of the European Court of Justice. According to this case-law, when exercising their powers in the sphere of nationality, Member States must have due regard to EU law, in so far as their relevant decisions affect the rights conferred and protected by the legal order of the Union.

Address the gender imbalance in participation in the European Parliament elections

Electoral turnout for the European Parliament elections is lower among women than among men and women consider in a higher proportion not to be sufficiently informed on the elections. Only 35% of the members of the European Parliament elected in 2009 are women. To tackle this imbalance, the Commission will support in particular initiatives and projects aimed at encouraging and increasing the participation of women as voters and as candidates in the European Parliament elections.

3.1.3. Data protection and privacy rights

The development of a legal framework allowing the free circulation of information based on the protection of the fundamental rights of the individual and in particular their right to privacy with respect to the processing of personal data is an important task not only at European level but at international level as well.

Under this priority, proposals should focus on:

- Training and awareness raising on data protection including general information on the fundamental right to the protection of personal data and awareness-raising campaigns, for example on the occasion of the European Data Protection Day (28th January);
- Improving practical cooperation between Data Protection Authorities;
- Reinforcing children's privacy especially in the online environment;
- Identifying and raising awareness of the challenges posed by new technologies for the fundamental right to data protection;
- Raising awareness of technological and organisational means to improve data protection compliance including privacy by design, Privacy by default, Privacy Enhancing Technologies (PETs) and privacy seals.

3.2. Financial provisions

The total amount foreseen for action grants is EUR 10 900 000.

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.

3.3. 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 below and will be further detailed in the call for proposals.

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.

3.5. Eligibility criteria

To be eligible, grant applications must

- (a) be submitted by authorities, public or private organisations working on a non-profit basis, duly established in one of the Member States of the EU or by an international organisation;

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;

- (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) be transnational and involve organisations from at least two EU Member States;
- (d) the EU grant applied for cannot be lower than EUR 75 000;
- (e) 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);
- (f) not be completed or started prior to the date of submission of the grant application.

3.6. Selection criteria

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

- (a) The applicant's operational and professional capacity 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 project is being carried out and to participate in its funding.

3.7. Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the Programme's objectives and priorities in a cost-effective manner. Synergies and complementarities with other programmes as well as with other Union instruments will be sought. All projects submitted must be within the scope of the Programme and will be assessed against the following criteria:

- (a) Relevance to the annual priorities;
- (b) Quality of the proposed action;
- (c) European dimension: the partnership and geographical scope of the project;
- (d) Sustainability of the project, impact and dissemination;
- (e) Value for money.

3.8. Approximate Timetable

The following provisional schedule is foreseen for the call proposals for the action grants:

Publication of the call 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	Q3 2013
Projects' starting date:	Q4 2013

4. OPERATING GRANTS

4.1. Operating grants following calls for proposals

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 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.

4.1.1. Financial provisions

The total amount foreseen for operating grants is EUR 600 000.

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 operating 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 and are not 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.

4.1.2. 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.

4.1.3. *Exclusion Criteria*

Applicants shall be excluded from participating in the call for proposals if they are in one or more of the situations listed in Articles 93 (1), 94 and 96(2) (a) of the Financial Regulation:

4.1.4. *Eligibility Criteria*

4.1.4.1. 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;
- (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 in 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 objective in at least 10 eligible countries.

4.1.4.2. Eligibility of the application

In order to be eligible proposals

- (a) must be submitted by the deadline set out 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) the EU grant applied for 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 maximum up to 80% of the total eligible costs).

4.1.5. Selection Criteria

In accordance with Article 115(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals 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.

4.1.6. Award Criteria

The evaluation will be carried out according to the following award criteria:

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

4.1.7. Approximate Timetable

The following provisional schedule is foreseen for the call proposals for the operating grants:

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 Decision	Q1 2013

4.2. Operating Grants to bodies identified by the basic act

The programme will use operating grants to co-finance the expenditure associated with the permanent work programme of the Conference of the European Constitutional Courts and the Association of the Councils of State and Supreme Administrative Jurisdictions of the European Union, which maintains certain databases providing for a European-wide collection of national judgments relating to the implementation of Union law, insofar as the expenditure is incurred in pursuing an objective of general European interest by promoting exchanges of views and experience on matters concerning the case-law, organisation and functioning of their members in the performance of their judicial and/or advisory functions with regard to Union law.

4.2.1. Selection procedure

In accordance with Article 110(1) second subparagraph of the Financial Regulation and Article 168(1) (d) of the Implementing Rules, the Commission may award grants without publication of a call for proposals to bodies identified in the basic act. According to Article 4 (d) of the Programme, operating grants shall be awarded to co-finance expenditure associated with the permanent work programme of the Conference of the European Constitutional Courts and the Association of the Councils of State and Supreme Administrative Jurisdictions of the European Union.

The grants under this heading will be awarded following the receipt of a grant request from the organizations accompanied by the annual work programme and the budgetary forecast for the financial year of the organization starting in 2013. The Commission will verify that the organisations satisfy the exclusion criteria and that its proposal is consistent with the objectives pursued by the Programme. The grants will be formalised by a grant agreement. Co-financing may concern only eligible costs incurred when pursuing an objective of general European interest.

4.2.2. Financial provisions

The total planned budget under this heading is EUR 400 000.

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 maximum rate of co-financing by the Commission is up to 80% of the total eligible costs incurred in the beneficiary's financial year. Consequently, the remaining balance must be covered by other sources. The operating costs of an organisation co-funded under this framework cannot be financed by any other instrument from the budget of the European Union. The same organisation may not benefit from more than one operating grant (for the same period) from the budget of the EU. 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 Commission may award a grant lower than the amount requested by applicant. 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 and are not subject to negotiation.

As a general rule, the co-funding is provided in two instalments: a pre-financing payment corresponding to 80% of the Commission grant at the signature of the grant agreement and the balance on receipt and approval by the Commission of the final report and final financial statement.

4.2.3. *Approximate timetable*

The following indicative schedule is envisaged:

Submission of the grant request	Q4 2012
Evaluation of the grant request	Q4 2012
Commitment and grant agreement	Q1 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 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 3 600 000. It will cover in particular the following actions:

5.1. Rights of the child (EUR 590 000)

- The "European Forum on the Rights of the child" and meetings of the steering group
- Meetings of the Rights of the Child expert group
- Costs related to the maintenance and hosting of Rights of the Child website (sub-delegated to DG DIGIT⁹)
- Improving and feeding the Rights of the Child website
- Meetings with Member States in the context of the "Children in judicial proceedings" study
- Meetings of the steering group in the context of the "Children in judicial proceedings" study

5.2. Fundamental rights (EUR 300 000)

- Actions related to the policy on racism and xenophobia, in particular preparatory and follow-up activities related to the Implementing Report on the Framework Decision on racism and xenophobia such as meetings and trainings of experts

⁹ Funds will be put at DG DIGIT disposal via a cross sub-delegation of an appropriate budget line. This may be replaced later by a co-delegation

- Action related to the strategy on implementation of the EU Charter of Fundamental Rights, in particular preparatory and follow-up activities related to the Annual report on the application of the EU Charter of fundamental rights such as expert meetings and trainings

5.3. Union Citizenship and free movement (EUR 1 800 000)

- Awareness raising on consular protection for unrepresented Union citizens, as well as costs related to the dedicated website-related, in particular for maintenance and hosting(sub-delegated to DG DIGIT).
- Conferences related to training and facilitating administrative cooperation on consular protection for unrepresented Union citizens.
- Studies aimed at awareness raising and facilitating the effective exercise of EU citizenship rights, in particular the right to free movement and residence
- Study analysing persistent obstacles in the exercise of the electoral rights of EU citizens and the challenges faced by institutional actors (eg. public authorities, political parties, associations) in the implementation of these rights, and assessing options to enhance and facilitate the exercise and delivery of these rights.

5.4. Data protection (EUR 755 000)

- 16th Annual report on the situation regarding the protection of individuals with regard to the processing of personal data in the European Union
- Studies on awareness raising on the applicable rules and necessary safeguards to protect personal data when transferred outside the EU.
- Supporting activities/actions related to the policy on data protection
- Studies to support the analysis of conformity of legislations with the EU data protection acquis

5.5. General measures (EUR 155 000)

- Preparation of the ex post evaluation report as requested by Article 15 (3) (d) of the Programme.
- Conferences (Presidency conferences included) and 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, based in particular on suggestions from the EU Presidency.

The following indicative schedule of approximately 20 procurement contracts concluded after a call for tenders or framework contracts (used for conferences and meetings and update of website which relate to around 9 contracts) is envisaged:

Publication of the call for tenders:	Q2 2013
Deadline for submission of tenders:	Q4 2013

Commitments and contracts:

Q1 2014
