



EUROPEAN COMMISSION
EXTERNAL RELATIONS DIRECTORATE GENERAL

DIRECTORATE North America, East Asia, Australia, New Zealand, EEA, EFTA, San Marino, Andorra and Monaco
Japan, Korea, Australia, New Zealand

CALL FOR PROPOSALS – DG RELEX

July 2005

**Terms of Reference for the establishment of European
Union Centres in:**

AUSTRALIA

NEW ZEALAND

REPUBLIC OF KOREA

TABLE OF CONTENTS

1. Preamble.....	3
2. Background.....	3
3. Objectives and activities.....	5
3.1. Duration.....	5
3.2. General objectives and priorities.....	6
3.3. Specific objectives and deliverables.....	7
4. Essential elements to be included in the Proposal.....	9
5. Management of the EU Centre.....	9
6. Timetable.....	10
7. Budget.....	11
8. Eligibility criteria.....	11
8.1. Eligible organisations.....	11
8.2. Eligible countries.....	12
8.3. Eligible activities.....	12
8.4. Eligible proposals.....	12
9. Exclusion criteria.....	12
10. Selection criteria.....	13
10.1. Technical capacity.....	13
10.2. Financial capacity.....	14
11. Award criteria and procedure.....	14
12. Financial Conditions.....	15
12.1. Payment procedures.....	16
12.2. Audit report.....	16
12.3. Double financing.....	16
12.4. Eligible costs.....	16
12.5. Ineligible costs.....	17
12.6. Legal entity.....	18
13. Sub-contracting.....	19
14. Publicity.....	19
15. Submission of the proposals.....	19
15.1. Publication.....	19
15.2. Application form.....	19
15.3. Submission of the grant application.....	19
15.4. Contacts.....	20
16. Annexes.....	20

1. PREAMBLE

This call for proposals is organised in the framework of Community actions to strengthen cooperation with industrialised countries under Council Regulation 382/2001 of 26 February 2001. In this framework, the Commission has decided, under its 2005 Work Programme for Cooperation with Industrialised Countries, to provide funding for the establishment and / or consolidation of EU Centres in the USA, Australia, New Zealand and Korea.

This call for proposals relates **exclusively** to Australia, New Zealand and Korea.

These terms of reference describe in detail the aims and objectives of European Union (EU) Centres, their expected activities, results and impact, as well as the conditions for applying. Should you wish to submit an application, you are invited to request the **mandatory** EU Centre application form at the following address:

RELEX-EUCentres2005@cec.eu.int

Only those proposals submitted by using the EU Centre application form will be accepted.

2. BACKGROUND

Bilateral Relations between the European Union and Australia, New Zealand and the Republic of Korea respectively each have their distinctive features. Common to them however, are the ongoing efforts to reinforce and broaden links by promoting cooperation initiatives across the whole spectrum of bilateral relations. Various bilateral instruments establish cooperation agendas between the EU and these three countries (see section 3.2 below). This is testimony to the growing importance attached by all parties to strengthened bilateral relations. Commercial and investment flows and economic links have steadily developed over recent decades and the EU is now stands the most important trade partner of each individual country. The increasing breadth and depth of this bilateral engagement and cooperation also reflects the ongoing integration of the European Union and its enhanced global role in economic policy, foreign and security policy and justice, home affairs and security issues.

Moreover, the EU, Australia, New Zealand and Korea share a number of core values with the EU such as democracy, the rule of law, market economy and a commitment in favour of an effective multilateralism; they have many common interests and views, notably as regards the Asia-Pacific Region where the EU is also involved.

However, in all three countries, this growing interaction with the European Union is taking place in the context of a limited awareness and understanding of the EU, its institutions and its policies. Apart from a few well informed individuals in the political, academic and business milieu, there is, by and large, limited knowledge about the EU per se. The way it functions, the policy positions it defends on the international scene, the importance of its economic role, the business and investment opportunities it represents are not well understood and fully appreciated.

Furthermore the Lisbon Agenda has made it clear that Education and Science are important building blocks for national economies and societies, and, to this end, the EU wants to establish Europe as a reference point for quality in education and research.

Whilst acknowledging the role that education and research have to play in the economic growth of the European Union, there is also the clear need to increase knowledge about the European

Union in other parts of the world. In particular, from an educational and academic point of view, European Studies may not be sufficiently developed (though the degree of development differs from country to country) where contemporary issues and challenges are concerned. They may tend to focus on the linguistic or literary dimensions of European studies. Courses and degrees tend to be centred on individual Member States rather than focusing on the EU as an overall economic and political entity and as an international actor. Shifting the focus of European studies towards a more comprehensive range of EU-related issues, such as its political and economic role on the world stage, the history and objectives of the European integration and its role in the democratisation of Eastern and Central Europe, European law (in particular public, Single Market, competition and labour law), the economic dimension of the European integration, the development and prospects for EU-Australia /New Zealand / Korea relations is therefore an important objective for the project.

This call for proposals for EU Centres should ensure long-lasting effects in the approach to European studies in those countries, in particular by ensuring that European studies are better integrated in the regular curricula and more easily available for students wishing to specialise in them. This would, in turn, make a key contribution to the exposure of future decision-makers and opinion-leaders in the three countries concerned to issues related to European integration.

The main purpose of the EU Centre concept is therefore to address this knowledge gap at various levels: (i) the educational, academic and research community; (ii) decision-makers and business circles; (iii) opinion leaders and the media; (iv) the broad public. More specifically, the aim of EU Centres is to serve as a vehicle in the partner countries for:

- developing EU-focused university curriculum-related activities (i.e. specialised degrees and courses) at various levels of education (high school, under-graduate, post-graduate, Ph.D.) in order to secure a more prominent role for EU studies and a more up-to-date approach to their development;
- actively providing accurate, up-to-date and comprehensive information about the EU, its policies and institutions;
- facilitating and developing research work and studies on EU-related topics and their dissemination;
- promoting outreach activities of various kinds including contributing to the organisation of cultural events, publications, conferences, lectures etc., related to the EU and EU policies and aiming at a wide public, political and media audience;
- enhancing general awareness of the EU and its policies;

The EU Centre initiative was first developed in the United States at the end of the 1990's where a selected number of universities across the US were entrusted with the responsibility of developing EU-focused curricular and outreach activities. This initiative was subsequently introduced in other countries: Canada, Australia, New Zealand and Japan.

In Australia and New Zealand, two pilot projects were developed during the period 2001-2005: one at the Australian National University in Canberra (<http://www.anu.edu.au/NEC/index.php>); and the other at Canterbury University in Christchurch (<http://www.europe.canterbury.ac.nz/>). Both successfully developed a very diverse range of activities (workshops, lectures, conferences, courses, research...) focused on EU subjects.

An external evaluation of the EU Centre initiative was carried out in 2004. It examined all the Centres established in the US, Canada, Australia and New Zealand and concluded that, overall, the initiative had been a success and that the European Commission enjoyed a high level of return for its support for the Centres. The study highlighted the achievements of the EU Centres in Australia and New Zealand and recommended the Commission to (i) consolidate the initiative in the countries where it had already been launched, and (ii) extend the EU Centre initiative to additional countries and regions of strategic importance to the EU. Against this background, the Commission has decided to continue the initiative in New Zealand (1 Centre), consolidate it in Australia (2 to 3 Centres) and launch it in South Korea (1 Centre).

For various reasons, EU Centres have, to date, been developed with a flexibility of structure: a range of relatively small Centres with a limited volume of activities (USA); a single National Centre hosted by one university and running a more comprehensive range of activities (Australia and New-Zealand); consortium-based Centres where several universities develop a comprehensive joint programme of activities (Japan).

Considering the recommendations of the external evaluation carried out in 2004 and in view of the specifics of the Australian, New Zealand and Korean environment, the Commission's preferred approach for this new funding phase would be to foster the development of Centres combining the attributes of "Centres of Excellence in EU studies" (i.e. Centres aiming to become leading EU studies research and teaching institutions recognised by peers at national and international level) and of "Regional Hubs" (Centres aiming to become recognised regional Centres of EU expertise, with the specific objective of developing awareness raising activities aimed at other institutions and communities in their region). The primary objective would be (i) to ensure an extensive outreach capability in order to reach not just the major capital cities in the partner countries but also the major rural and urban centres; (ii) to design the project in an inclusive approach whereby the leading institution would endeavour to associate other institutions to the Centre's activities and strategic development.

The detailed description of the objectives and expected deliverables of the planned project is set out below. In the application, utmost attention must be given to how these will be met. Technical requirements as well as practical information on the procedure to follow in order to apply for Community funding under this call for proposals are to be found in the attached application form for the applicants. Applicants are requested to respect carefully the instructions included in these documents. Failure to do so may lead to the rejection of the proposal.

The European Commission will contribute funds for the development of the activities of the EU Centre on a co-financing basis. The grant from the Commission will have to be supplemented by the own resources provided by the host institution and, where applicable by its partners, or by resources contributed by other private or public donors.

The project will be evaluated and selected against criteria which are specified in points 8-11 below. The applicant should make sure that its proposal includes all the information needed for the Commission to form a sound judgement.

3. OBJECTIVES AND ACTIVITIES

3.1. Duration

The project is expected to last 42 months made-up of:

- An inception / preparatory period of up to 6 months during which (i) the Centre's infrastructure, management team and governance mechanisms are expected to be set up; and (ii) a detailed annual work programme for the first year of activities will be developed and submitted to the European Commission;
- Three years of operation at "cruising speed". Activities to be carried out will be detailed in annual work programmes to be submitted to the Commission sufficiently ahead of their implementation for discussion and approval (the first detailed work programme is expected to be submitted during the inception period –see above).

3.2. General objectives and priorities

The main objectives of the Centres in Australia, New Zealand and Korea are as follows:

- Build a centre of academic excellence with a view to broadening and deepening the base of European Union studies in Australia / New Zealand / Korea and increasing awareness of the Union's policies, thereby supporting the political determination of Europe and Australia / New Zealand / Korea to widen and strengthen their bilateral political and economic relationship.
- Develop targeted EU related outreach activities in Australia / New Zealand / Korea in order to enhance the visibility of the EU, its policies and development.
- Serve as a vehicle to promote a better understanding and knowledge of the EU as a major player in the global political and economic system and in particular as a major bilateral partner of Australia / New Zealand / Korea; and having the potential to develop a wide range of bilateral co-operation activities.
- Contribute to the expansion and strengthening of people-to-people links and exchanges between the European Union and Australia / New Zealand / Korea.
- Priority will be given to those institutions with a clear ability to project networking and outreach capabilities

In addition, it is expected that the activities to be carried out by EU Centres will reflect the bilateral policy agenda between the EU and Australia, New Zealand and Korea respectively. In this regard, attention should be paid to the main instruments governing the bilateral relationships (c.f. annexes to these terms of reference):

- The Framework Agreement on trade and co-operation with the Republic of Korea and its attached Political declaration of October 1996 which entered in force on 1 April 2001. The agreement contains provisions for strengthening the bilateral economic and trade relationship as well as for developing broad-based cooperation activities.
- The 1997 Joint Declaration on Relations between Australia and the European Union. In this document, both sides reaffirm their determination to strengthen bilateral ties further and to work together to achieve common goals, for instance support for democracy and the rule of law, non-proliferation, a stable international financial system and a strong multilateral trade system based on free and open market principles. A review of progress made led to the adoption by the Ministerial Consultations held in Brussels in 2002 of an EU-Australia Agenda for Future Cooperation which identifies concrete priorities for medium-term cooperation in a broad range of sectors (Security, Trade, Education & Science, Environment, Transport, Development assistance...).

- The Joint Declaration on Relations between the European Union and New-Zealand of May 1999. This document underlines the close ties between the EU and New Zealand, and expresses their shared determination to further strengthen these. A number of common goals are set out, such as supporting democracy, the rule of law and respect for human rights, promoting the effectiveness of the United Nations, co-operating on development issues relating to countries in the South Pacific and promoting sustainable development and the protection of the global environment. A review of progress made in 2003 led to the adoption of a Joint Action Plan setting out concrete priorities for future EU-New Zealand cooperation, highlighting such fields as global and regional security, the environment, development cooperation fisheries, trade, migration and asylum...

3.3. Specific objectives and deliverables

- (1) **Curriculum development and related activities:** develop or rationalise course offerings and degrees with a focus on EU matters and subjects.

Possible deliverables:

- Collaborate with other Centres to build on existing inventories and websites of existing courses with EU-related content with a view to providing students at all levels with a coherent and comprehensive syllabus in EU-related topics.
 - Collaborate with other Centres and Institutions to agree on shared curricula based on credit transfer mechanisms, resulting in enhanced exchanges of students and academics between them.
 - Develop new courses, EU modules, lectures series, certificates etc. in EU studies. These should focus on all aspects of the European Union as well as the position and role of the EU on the international stage, in particular with regard to the EU–Australia / EU-New Zealand / EU-Korea relationships. The ultimate aim would be the creation of new Masters Courses in EU affairs with possible links to European Institutions to facilitate of mobility between academics and students.
 - Develop distance-learning and Web-based teaching and materials.
 - Develop a capacity to supervise post-graduate research including possible allocation of scholarships to Australian / New Zealand / Korean Ph.D. students at dissertation stage for work on the European Union or EU- Australia / New Zealand / Korea related topics.
 - Establish an agenda of key EU issues to serve as a basis for inviting academics or specialised speakers / teachers and developing seminars / workshops / conferences.
- (2) **Linkages, networking and partnerships:** link and develop collaborative projects with existing domestic and European institutions such as:
 - Projects / Programmes / institutions established by the Commission (such as existing European Centres in the Asia/Pacific Region or in the US and Canada, The European University Institute in Florence, the College of Europe in Bruges and Warsaw, Erasmus Mundus, Marie Curie fellowships, the Framework Programme for Research and Development, Jean Monnet Centres etc...)

- Domestic institutions such as: educational institutions, research institutes, foundations, cultural institutions, business associations, think tanks or press and media associations;
- Other institutions such as Member State diplomatic missions, Member State cultural Centres, EU-based higher-education or research institutions ...etc

Possible deliverables:

- Act as a resource centre in terms of expertise, infrastructure support, information and learning facilities for these institutions and programmes.
 - Encourage contacts between EU programme participants and alumni on the one hand and local students, researchers, officials and business community members on the other.
 - Make use of (ex)participants in the EU programmes as a resource for the activities of the EU Centre;
 - Foster activities and conferences in collaboration with other Centres and Institutions;
- (3) **Outreach:** Organise or support a wide range of outreach activities beyond the purely academic circle, notably towards business, media, (local) government and authorities, chambers of commerce, trade unions...

Possible deliverables:

- Be a vehicle capable of hosting meetings between high-level representatives of the EU and Australia / New Zealand / Korea
- Publish: newsletter, information kits, CD-ROM, conference proceedings, surveys, studies, results of research on EU-related subjects;
- Organise or support conferences, workshops, festivals, seminars and any other cultural and information activities designed as to attract media, officials, decision-makers and opinion leaders.
- Organise information workshops and training modules target groups such as journalists from local, regional and national media; school teachers, curricula advisers etc.
- Develop a regional dimension for EU activities.

These activities will have the common objectives of promoting the image and knowledge of the EU; raising awareness about the EU; ensuring widespread dissemination of accurate, updated and balanced information on EU policies and social values.

- (4) **Academic exchanges:** While EU Centres are not expected to be primarily focused on faculty/student mobility, nonetheless, as part of their portfolio of activities, they could seek to increase academic contacts and exchanges at faculty, researcher or post-graduate level and facilitate research work on EU related topics across a wide range of disciplines.

Possible deliverables:

- Creation of a short and long term fellowships programme to include:
 - Scholars with a view to tutoring Australian / New Zealand / Korean academics and students in EU related disciplines, helping to provide contact points for research and exchanges, delivering advanced courses on specific EU related or EU - Australia / New Zealand / Korea related subjects, giving presentations in academic institutions and public forums throughout these countries.
 - i. MPs, businessmen, trade union leaders, journalists, persons involved in NGO's and other professionals who could participate in the research, teaching and outreach activities of the EU Centres.
 - ii. Sponsor faculty development through scholarships on EU subjects for Australian / New Zealand / Korean researchers, post-graduate students or post-doctoral fellows;
 - Establish or deepen contacts, co-operation activities and collaborative research projects with other Centres/Institutions in Europe, in particular the European University Institute in Florence and with EU Centres established in the USA, Canada and Japan.
- (5) **Information:** Develop as a major information source on EU related issues

Possible deliverables:

- Establish an information network linking the EU Centre to other domestic and foreign institutions (e.g. universities, research centres and agencies, other EU Centres, EU Documentation Centres) in order to ensure multiplier effects for the EU Centre's activities.
- Reinforce library collections on EU related topics;
- Improve information and documentation facilities in order to broaden access to researchers, students, officials, and the wider public;
- Foster the development of a network of EU experts who can be called on to act as consultants, speakers and reference points

4. ESSENTIAL ELEMENTS TO BE INCLUDED IN THE PROPOSAL

Description of the institution's experience and capacity to organise the required activities and indicate how these relate to the broader mission of the institution.

Description of existing research and course offerings, academic expertise in the field of European studies and international studies and established links with foreign institutions. Indicate which relevant research projects (including workshops, seminars and conferences) have been completed in the past 3 years with a focus on EU-related issues.

Description of the role, status and qualifications of associated partner institutions, where appropriate. There is no formal requirement as regards the involvement of other institutions in the design and implementation of the project. However, this would be a strong selling point for any

proposal and applicant institutions are encouraged to consider this question from the outset. In this perspective, it should be noted that the degree of openness and inclusiveness (i.e. involvement of other relevant domestic and foreign institutions) is one of the important criteria which will be used to evaluate proposals and award the grants (c.f. section 11 below). Information of potential partner / collaborating institutions should therefore be included, in particular, where applicable:

Development of a strategic vision and work plan (i) demonstrating how the activities of the EU Centre will add value and build on already existing activities, (ii) outlining actions to be taken during the setting-up phase to establish the Centre; (iii) including a preliminary draft / indicative programme of activities for the first year of operation, (iv) explaining how the project will achieve significant impact and visibility, (v) describing the infrastructure and resources available to make the Centre function effectively;

Indication of Prospects for sustainability: Assuming completion of a three-year funding cycle, explain how the EU Centre's activities can be continued following the phasing-out of European Commission support. In particular, indicate how the participating institutions would plan to attract support, including from the private sector, in order to ensure long-term sustainability of the EU Centre after the pilot phase.

5. MANAGEMENT OF THE EU CENTRE

The project management procedures of the European Commission that should apply to the Centre are provided in the model contract (e.g. submission and approval of work programmes, reports and accounts) which is annexed to the EU Centre Application Form (to be requested at the address stated in section 1). The applicant shall describe the internal management / governance and co-ordination procedures of the EU Centre and how they will be implemented to ensure that the Centre fulfils its contractual obligations and its stated objectives, achieves the timely and quality delivery of its activities and interacts efficiently with partners and with the Commission.

At a more strategic level, the development of each EU Centre will be guided by an Advisory Board operating in conformity with the governance procedures of the host institution. The Advisory Board should aim at striking a balance between representatives of the Centre's stakeholders. For that purpose, it may include the Director of the Centre, a comparable number of members designated by (i) the Delegation of the European Commission and (ii) the host university, as well as representatives of institutions outside the host university (other donors or partner institutions).

The role of the advisory board will be in particular to provide strategic guidance on key priorities and initiatives for developing the Centre's activities, on solutions to broaden the funding base of the EU Centre in order to ensure its self-sustainability, and on means to strengthen links with the business, media and research communities.

The EU Centre will operate under national law on a non-profit basis.

6. TIMETABLE

Applications be sent to the Commission no later than **14 October 2005**

Activities are expected to start between 1 January 2006 and 30 June 2006.

Activities must end before 31 December 2009

The maximum duration of projects is 42 months.

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 12 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 54 months.

The intention is to inform applicants of the outcome of the selection procedure no later than the 15 December 2005.

It is planned that beneficiaries will receive their agreements for signing by 31 December 2005.

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

7. BUDGET

The total indicative budget earmarked for the co-financing of projects is €2.700.000. The financial contribution from the Commission cannot exceed 75% of the total eligible costs.

It is planned to award 2 to 3 grants for EU Centres in Australia, 1 grant for an EU Centre in New Zealand and 1 grant for an EU Centre in Korea.

Each grant is estimated to amount in total (i.e. for the total duration of the project) to between:

- €400.000 and 600.000€ each for EU Centres in Australia;
- €400.000 and 500.000€ for the EU Centre in New-Zealand;
- €600.000 and €800.000 for the EU Centre in Korea;

In consideration of the characteristics of the proposals which will be submitted, the European Commission reserves the right: i) to revise the amounts specified above; ii) not to distribute all the funds available.

8. ELIGIBILITY CRITERIA

The following criteria will be used to eliminate applications at the first stage of the selection procedure. Only applications complying with these criteria will be eligible for funding and considered for evaluation.

8.1. Eligible organisations

This call for proposal is open to the following legal entities: Universities and other higher education institutions in Australia, New Zealand or Korea recognised by the relevant national authorities: applicants must submit a copy of their statutes and / or an official certification of legal registration.

Proposals can be introduced by individual universities or by university-led consortia, partnerships or networks. However, as stated under section 11 of these terms of reference, the degree of inclusiveness (i.e. involvement of other organisation than the applicant organisation) is an important criteria for the evaluation of proposals and award of the grants.

Should the applicant introduce its application in partnership with other organisations - such as educational institutions, research institutes, foundations, cultural institutions, business associations, think tanks or press and media associations- applicants must submit letter of commitment from partner organisations confirming their participation.

Natural persons may not apply.

8.2. Eligible countries

Applications from eligible organisations established in one of the following countries are eligible:

- Australia
- New Zealand
- The Republic of Korea

Project partners may include exclusively organisations such as those listed under 8.1 established in Australia, New Zealand, Korea or EU Member States.

8.3. Eligible activities

Please refer to section 2.2

8.4. Eligible proposals

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

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

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for Community cofinancing, set at 75%.

9. EXCLUSION CRITERIA

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

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

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject

of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

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

10. SELECTION CRITERIA

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

Applicants will have to submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.¹

10.1. Technical capacity

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

- the CVs of the persons responsible for programme development and project management showing all their relevant professional experience;

- a list of activities already carried out in the field of EU studies;
- a list of relevant collaborative projects (with other institutions) and outreach activities carried out in the last three years

10.2. Financial capacity

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

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last two financial years for which the accounts have been closed;

or

- an external audit report produced by an independent auditor or certified accountant certifying the accounts for the last year available and giving an assessment of the financial viability of the applicant;

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

- reject the application
- ask for further information
- require a guarantee (see 9.3)
- offer a grant agreement without prefinancing.

11. AWARD CRITERIA AND PROCEDURE

Eligible applications/projects will be assessed on the basis of the following criteria:

Criteria	Weight
Coherence and relevance of the proposed strategic plan, in particular: demonstration of their capacity to achieve significant and sustainable impact and demonstration of their capacity to add value to the existing activities of the applicant institution (either by making existing EU studies more comprehensive or through the development of entirely new activities).	20 points
Proven multidisciplinary approach including active involvement of law, business, and other professional schools.	10 points
The degree of inclusiveness of the project design and implementation as demonstrated by: <ul style="list-style-type: none"> – The planned involvement of other relevant institutions and the corresponding impact in terms of multiplying effect, increased expertise and legitimacy and enhanced outreach; 	20 points

<ul style="list-style-type: none"> – The capacity to act within a network with links to other Centres and to other domestic academic and research institutions; – The capacity to build on established international links with other academic and research institutions including ongoing collaboration with universities in EU Member States.; <p>The capacity to reach and involve target groups beyond academic circles such as opinion leaders, business circles and organisations, think-tanks, government agencies, the media, NGO's...</p>	20 points
<p>The degree of commitment of the host University to support and encourage the Centre both financially and in terms of accommodation and logistical support.</p>	20 points
<p>The cost effectiveness in the implementation of activities proposed and the quality of the organisational and administrative structure and working methods envisaged for the delivery, monitoring of, and reporting on the activities programmed.</p>	20 points
<p>The capacity to mobilise external funding and other resources to supplement Commission financial support and the seriousness of self-sustainability prospects.</p>	10 points
<p>TOTAL</p>	120 points

The assessment and the ranking of applications will be carried out by an Evaluation Committee comprising of EC officials from the Delegations concerned and from relevant services in Brussels' Headquarters. The Committee will make funding recommendations. The final award decision will be taken by the Authorising Officer on the basis of the recommendations of the Evaluation Committee.

12. FINANCIAL CONDITIONS

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

Community grants are incentives to carry out projects which would not be feasible without the Commission's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The allocated amount may not exceed the amount requested.

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

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

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

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

12.1. Payment procedures

In the event of definitive approval by the Commission, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission which, in turn, will sign it. A pre-financing payment of 25% will be transferred to the beneficiary within 45 days of the date of submission by the beneficiary, no later than 4 months after the signature of the agreement, of an inception report demonstrating that the setting up of the project is on track, provided that any required guarantee is received. Pre-financing is intended to provide the beneficiary with a float.

The Commission will make 2 interim payments of 30% following approval of interim reports, which are intended to cover the beneficiary's expenditure on the basis of a statement of account when the action has been partly carried out.

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

12.2. Audit report

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.

12.3. Double financing

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

12.4. Eligible costs

In order to be eligible under this call for proposals, costs must:

- be necessary for the implementation of the project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action/project, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the project as defined in the agreement;
- be actually incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

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

Eligible direct costs:

The eligible direct costs for the project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary and its partners, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;
- travel and subsistence allowances for staff taking part in the project (for meetings, conferences, study and research visits etc...), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs or do not exceed the scales provided by the Commission;
- purchase of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- other costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, reproduction, etc...).

Eligible indirect costs (administrative costs);

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

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

12.5. Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;

- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant,
- excessive or reckless expenditure.
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Commission.

Contributions in kind shall not constitute eligible costs.

However, in duly substantiated exceptional cases, the Commission may accept that the co-financing of the project should be partly made up of contributions in kind.

In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

Contributions in kind cannot cover all the necessary cofinancing. At least 50% of the total cost of the project must be covered by cofinancing other than contributions in kind.

12.6. Legal entity

The Commission can propose an agreement only on the basis of acceptance of documents which make it possible to acknowledge the beneficiary's legal personality.

The beneficiary must provide the following documents:

Private-law entity:

- extract from the official gazette/trade register, and certificate of liability to VAT (if the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

13. SUB-CONTRACTING

Where implementation of the project requires sub-contracting or the awarding of a procurement contract of a value equal or above €5.000, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

14. PUBLICITY

The Commission shall have the right to publish the following information:

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

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

15. SUBMISSION OF THE PROPOSALS

15.1. Publication

The call for proposals will be published on the Internet site of Directorate General for External Relations and on the Internet sites of the EC Delegations in Australia, New Zealand and Korea.

15.2. Application form

Grant applications must be drawn up in English, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

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

RELEX-EUCentres2005@cec.eu.int

15.3. Submission of the grant application

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in one original clearly identified as such, plus 2 certified copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

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

Applications must be sent to the following address:

European Commission

Directorate-General for External Relations, Unit C2, CHAR 14/141

For the attention of M. Fabrice Vareille

B – 1049 Brussels

by courier service, date of receipt by the courier service.

Applicants are invited to submit an electronic copy of their application at the following address : fabrice.vareille@cec.eu.int. However, applications sent e-mail will be accepted only if they are backed up by an original (signed) application submitted before the deadline.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

15.4. Contacts

If you have any questions, please contact:

Fabrice Vareille (RELEX-EUCentres2005@cec.eu.int) for applicants in Australia, Korea or New Zealand

And/or:

Lynne Hunter (Lynne.hunter@cec.eu.int) for applicants in Australia

Maurice Maxwell (Maurice.maxwell@cec.eu.int)for applicants in New Zealand

Guy Ledoux / Anna Chung (Anna.Chung@delkor.cec.eu.int) for applicants in Korea

16. ANNEXES

- Joint EU-Australia declaration and agenda for cooperation
- Joint EU-New Zealand declaration and priorities for future cooperation
- Joint EU-Korea declaration
- Evaluation report on EU Centres in the US, Canada, Australia and New Zealand