



**EUROPEAN COMMISSION
SERVICE FOR FOREIGN POLICY INSTRUMENTS**

ESTABLISHMENT OF THE EUROPEAN UNION

ACADEMIC PROGRAMME

IN MACAO

2011

CALL FOR PROPOSALS

BUDGET LINE 19.0501

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1. PREAMBLE

This Call for proposals is organised in the framework of European Union actions to strengthen cooperation with industrialised and other high-income countries and territories under Council Regulation 1934/2006 of 21 December 2006 ("Industrialised Countries Instrument"). The European Union has decided to provide funding for a strengthening of the network of EU Centres¹ in the Asia-Pacific region. In this context, the 2011 Annual Action Programme foresees a Call for proposals for the establishment of EU Academic Programme in Macao Special Autonomous Region (SAR).

The following sections describe the objectives of the EU Academic Programme, their expected activities, results and impact, as well as the financial terms, selection process and the conditions for applying. The documents to be submitted (Grant application form, Narrative application form and other supporting documents) are available on the web page where this call has been published. More detailed information about the financial and legal framework is also provided in the document 'Guidelines for applicants'.

2. BACKGROUND

2.1. THE GROWING PARTNERSHIP WITH MACAO AND ITS IMPACT ON EUROPEAN STUDIES

The bilateral relations between the European Union and Macao have continued to flourish since the SAR returned to Chinese sovereignty in 1999. Relations are above all practical and based on mutual interest and cover political, economic and trade ties.

Co-operation has grown to potentially encompass seven key areas, including trade and customs; finance; people-to-people links; transport; the environment; health, and food safety. These key areas are laid out in the Communication: ***The EU, Hong Kong and Macao: possibilities for cooperation 2007-2013***.

Among them, academic links are an important avenue for fostering mutual understanding and closer ties between the EU and Macao. The education and research sectors provide a wide scope for possible EU/Macao cooperation. A solid foundation has been already laid down thanks to the contributions from local universities.

However, 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 in Macao. Only a few academic programmes on European Studies are available in Macao and therefore EU visibility is rather limited. Courses offered by some universities are rarely the first priority for local students, who tend to prefer career-oriented courses such as business studies or law. Furthermore, the lack of expertise in European Studies is another limitation for further development. On the other hand, Macao hosts an important (and increasing) group of Mainland Chinese Students with a non-negligible dissemination and spill-over effect.

As regards educational and academic aspects, European Studies may not be sufficiently developed as far as contemporary issues and challenges are concerned. They tend to

¹ In different regions, EU Centres may carry different names, for instance, they are known as EU Institutes in Japan and as EU Centres of Excellence in the US and Canada. In Hong Kong and Macao, the centres will carry the name of EU Academic Programme.

be centred on individual European countries rather than focusing on the EU as an overall economic and political entity and as an international actor. Furthermore, they tend to focus on cultural aspects (languages, literature and history).

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 and the business and investment opportunities it represents are not widely understood nor fully appreciated.

In light of the above, the core objectives of the EU Academic Programme in Macao are to enhance and encourage greater awareness and knowledge of the EU, including giving impetus to European Studies and raising visibility of the EU with the wider public. The Programme will serve to achieve the following:

1. promote greater understanding and raise the **visibility of the EU**, its institutions and its policies by providing information and education activities about the EU;
2. increase awareness about the political, economic and cultural importance of the relationship between the EU and Macao and inform on **how the EU makes decisions and operates**.
3. enhance the availability of **EU-focused degrees and courses**;
4. encourage more students and scholars to undertake **research projects** on EU-related subjects;
5. disseminate information and EU views on issues of interest within **the region**;
6. conduct **research and teaching** on issues facing the EU and the region, such as regionalism, rule of law, environmental protection, green technologies, social and governance issues, climate change, economic competitiveness and business environment to help create a deeper understanding of the cooperation and influence of the European Union on Macao.
7. enhance **educational networks through academic exchange programmes** in view of promoting the EU and generate greater public awareness of the European Union. Research seminars and topical workshops can provide opportunities to share insights or opinions from academics, civil societies, government officials and the private sector.

This initiative should stimulate development of a focus in European Studies on the role and experience of the European Union as a whole; and to cover a more comprehensive range of EU-related issues, such as:

- The role of the European Union as a major economic and trade partner,
- The European Union as a political actor and its international relationships, particular with East Asia;
- The integration process of the European Union (e.g. single market, monetary union, economic and social cohesion...);
- The policies of the European Union (e.g. single market, competition, environment, energy and transport, science and technology...) and their relevance for Macao.

The purpose is not to develop courses only for specialists of the European Union who will work in the field of government and international relations, but rather to provide relevant courses useful for students/scholars/researchers in different fields (e.g. law, political science, economics, business administration, science and technology, etc). This should be useful for Macao students looking for an international career in business, law or science.

The European Union believes that in the context of a stronger partnership with Macao, a growing number of persons will benefit from their knowledge about the European Union. Therefore, the EU Academic Programme should raise awareness about the European Union, its role and policies among a larger public, beyond the academic circles. This type of information and communication activity targeted at a wider public (e.g. government officials, members of parliaments, business people, journalists, civil society groups...) is referred to as “outreach activities”.

In addition, the EU Academic Programme initiative should also encourage academic exchanges with the EU and foster coordination between the different EU Centres that have been established over time.

2.2. THE DEVELOPMENT OF A NETWORK OF EU CENTRES/INSTITUTES/ACADEMIC PROGRAMMES

The EU Centres/Institutes/Academic programmes' initiative was first developed in the United States at the end of the 1990's where a number of selected universities across the US were entrusted with the responsibility of developing EU-focused curricular and outreach activities. This initiative was subsequently introduced in different phases in other countries and territories: Canada, Australia, New Zealand, Japan, Korea, Singapore, Taiwan and most recently Russia.

Considering the recommendations of the external evaluation carried out in 2004, the Commission's preferred approach is to foster the development of Centres/Institutes/Academic programmes combining the attributes of Centres of academic 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 focal points of EU expertise, with the specific objective of developing awareness-raising activities aimed at other institutions and communities in their region).

A subsequent evaluation of the Initiative in 2010-2011 stressed the importance of the networking component between the Centres/Institutes/Academic programmes in the different countries and regions. Such networking may include collaboration on activities, annual events, developing social networks for students of EU Centres, and other activities².

2.3. STRUCTURE OF THE CALL FOR PROPOSALS

The present call for proposal indicates targets for each type of main activity (academic,

² Both evaluations of the EU Centers' initiative are available on the web page where this call has been published.

outreach, cooperation and coordination activities). However, the focus of activities may depend on the dominant outreach constituencies. The Programme will have a special responsibility for developing outreach activities towards government officials and representatives of the Legislative Council, where possible the Judicial system and civil society networks; it is also expected to develop outreach activities towards the business community.

The detailed description of the objectives and expected deliverables of EU Academic Programme is set out in section 3 below. Benchmark targets are provided for each type of activity, in the form of a range, to provide some flexibility on the mix of activities that EU Academic Programme will undertake. In the application, utmost attention must be given to how these objectives will be met. The proposed actions must be outlined in the Grant application form and detailed in the Narrative application form.

The European Commission will provide funding – in the form of a grant – for the development of the activities of the EU Academic Programme on a co-financing basis. The grant from the Commission may reach a maximum of 75% of the eligible costs and 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 budget elements and financial conditions are presented in sections 4 and 6 below. A guide to financial issues with more detailed information on eligible costs and co-financing is provided in the 'Guidelines for applicants'.

The proposal will be evaluated and selected against criteria which are specified in section 5 below. The applicant should make sure that its proposal includes all the information needed by the Commission for this purpose.

The practical information on the procedure to submit applications is provided in section 7. Applicants are requested to respect carefully the instructions as outlined in the Call for proposals documents, and to provide all requested forms and (supporting) documents.

3. PROGRAMME'S POLICY OBJECTIVES AND EXPECTED OUTCOMES

3.1. GENERAL OBJECTIVES

The EU Centres/Institutes/Academic Programmes' initiative is aimed at encouraging greater awareness and knowledge of the EU in the partner countries and territories through support for EU-focused curriculum development and research, outreach activities and academic links.

The main objectives of the EU Academic Programme in Macao are the following:

- Building a **centre of academic excellence** with a view to broadening and deepening the base of European Union studies (as defined in point 2.1.) in Macao;
- Developing **targeted outreach activities in Macao to constituencies beyond academic circles** in order to enhance the visibility of the EU, its policies and development; and to promote a better understanding and knowledge of the EU as a major player in the global system and as a key bilateral partner of Macao;

- Contribute to the **strengthening of academic cooperation** between the European Union and Macao.

In addition, it is expected that the activities to be carried out by the EU Academic Programme will reflect the bilateral policy agenda between the EU and Macao. The Programme should be ready to undertake studies/research on the development of the relations between the EU and Macao.

The Programme should also ensure long-lasting effects in the approach to European studies, 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 to issues related to European Union policies.

3.2. SPECIFIC OBJECTIVES AND EXPECTED OUTCOMES

The specific objectives of the Programme and the expected outcomes to be achieved are as follows:

OBJECTIVE 1: ACADEMIC ACTIVITIES (target: 30% to 40% of the overall budget): Develop a focal point of academic excellence in EU studies with a view to broadening and deepening the base of European Union studies.

Expected Outcomes:

- New courses developed on the EU and on EU-Macao relations at under-graduate and graduate level. These courses, lectures, modules should be part of a dedicated programme for EU studies as well as part of more general curricula for international affairs, law, political science, economics, business administration, science and technology, etc. It is important to allow access to EU courses not only to a small group of students focusing on EU studies, but also to a wider number of students who follow another main curriculum and have a more targeted interest in specific aspects of the EU.
- New material on the EU and EU-Macao relations incorporated in existing courses at under-graduate and graduate level.
- EU studies certificate, minor, and major programmes created or refined. It is important to avoid over-restrictive requirements (e.g. as regards training in European languages) that would hinder access to these specific EU programmes.
- Academic research conferences devoted to issues of applied EU and EU-Macao public policies, also encouraging interaction between researchers and practitioners.
- Textbooks, articles, and briefing papers devoted to issues of applied EU and EU-Macao public policies published.
- Increased numbers of doctoral students focusing their dissertation research on

the EU and EU-Macao relations.

- Increased numbers of university faculty and other scholars, including professional school faculty and graduate students, conducting research on issues of applied EU and EU-Macao public policies.

OBJECTIVE 2: OUTREACH ACTIVITIES (target: 35 to 45% of the overall budget): Promote greater understanding of the EU and EU-Macao relations among outreach constituencies beyond academic circles, such as opinion formers and leaders, business circles and organisations, think tanks, government, judiciary, school educators, the media, civil society including Non-Governmental Organisations (NGOs). Where appropriate, the applicant may make use of professional conference organisers to develop its outreach activities³.

Expected Outcomes:

- Outreach conferences, workshops, briefing sessions, and other information activities organized targeting officials of central and regional government, members of Executive and Legislative Councils and their assistants, business people, journalists and information multipliers in the broad sense, other civil society outreach groups.
- Fora provided for prominent speakers from the EU institutions and EU Member States.
- Information workshops and training modules targeting groups such as journalists from local, regional and national media, school teachers etc. Specific attention should be dedicated to younger audiences such as high-school students.
- Dedicated web page and social media (linked to directly from the organisation's home page) allowing wide public access to the activities and documentation produced by the Programme (e.g. lectures, proceedings of conferences, speeches...). Outreach events being organised with project funds must be publicised on this page, and the European Union must be invited to or otherwise informed of all such outreach activities prior to their implementation.
- Publication of articles in the main Macao national and regional newspapers (including in Chinese), publication of newsletters, information kits, textbooks, DVDs and CD-ROMs, conference proceedings, surveys, studies, results of research on EU-related subjects.
- Joint seminars/events with the EU Academic Programme in Hong Kong and other EU Centres/Institutes are welcome.

OBJECTIVE 3: ACADEMIC EXCHANGES WITH THE EU (maximum 20% of the overall budget). While EU Academic Programme is not expected to be primarily

³ Please refer to section 5.1.1

focused on student/faculty mobility, it should nonetheless seek to increase academic contacts and exchanges with Universities based in the EU to better achieve its core objective as regards EU studies and outreach.

Expected Outcomes:

- Increased number of students, scholars, and faculty members participating in exchange programs with universities in the EU and specific institutions such as the European University Institute in Florence, the College of Europe in Bruges, the European Institute of Public Administration in Maastricht and the Academy of European Law. Development of joint curricula and/or joint/double degree projects is highly recommended.
- Creation of a fellowship programme for specialists of EU affairs from Europe or elsewhere with a view to tutoring Macanese academics and students in EU studies related disciplines.
- Visiting EU scholars and practitioners incorporated effectively into EU Academic Programme's activities.
- Greater number of co-taught courses and other curricular development programs, for example, by effective use of video-conferencing and other technologies.
- Greater synergies with other programs sponsored by the European Commission, including the Jean Monnet Action, Erasmus Mundus and bilateral Education cooperation programmes funded under the Industrialised Countries Instrument⁴.
- Greater synergies with networks of professors in EU Studies in Asia and the Pacific Region.

OBJECTIVE 4: COORDINATION WITH OTHER CENTRES/INSTITUTES/ACADEMIC PROGRAMMES (maximum 10% of the overall budget): Consolidate and enhance the effectiveness of the network of EU Centres.

Expected Outcomes:

- Active networking, coordination, and project cooperation with the EU Academic Programme in Hong Kong. Quarterly coordination meetings should be foreseen.
- Increased cooperation between EU Centres and European Studies Centres in the Asia and Pacific regions. Foreseeing funds for the annual Asia-Pacific EU Centres' conference is recommended. It is expected that there will be a rotation in hosting this annual regional coordination meeting.

⁴ A description of these programmes can be found on the website of the European Commission's Directorate General for Education and Culture at: http://ec.europa.eu/dgs/education_culture/index_en.htm

- Encouraging cooperative activities with other EU Centres/Institutes/Academic programmes in the world. This includes participation in a worldwide meeting of EU Centres/Institutes/Academic programme, to be held every two years. Typically, each Centre/Institute/Academic programme would be invited to send 3 representatives (4 in the case of a consortium, partnership or network). The related travel and accommodation expenses should be included in the proposal sent to the Commission.
- Expanding the sharing of best practices among centres worldwide.

4. BUDGET

4.1. CO-FINANCING BY THE EUROPEAN COMMISSION

The maximum rate of co-financing of eligible costs by the European Commission is set at 75%. The remaining costs will have to be funded by the applicant out of its own resources or third party resources. A description of co-financing and of eligible costs is provided in the document 'Guidelines for applicants').

The maximum contribution of the European Commission (covering a maximum of 75% of the eligible costs) for the EU Academic Programme in Macao will be EUR 650 000. From this budget, one grant will be awarded.

In consideration of the characteristics of the proposals which will be submitted, the European Commission reserves the right: i) to revise the amount specified above; ii) to request modifications to the proposals received.

4.2. DURATION OF THE GRANT AGREEMENT

The Grant Agreement will have duration of 54 months including:

- An inception / preparatory period of maximum 4 months during which (i) the Academic Programme'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.
- Four years of operation at “cruising speed” covering four academic years. Activities to be carried out will be detailed in annual work programme 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);
- A closing period of maximum two months during which the Academic Programme will prepare its final report.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 12 additional months may be granted, if requested before the deadline

specified in the Agreement. The maximum duration will then be 66 months.

The date of entry into force of the Grant Agreement will depend on the proposal. However, the expected date for the start of the academic activities under Objective 1 is autumn 2012. The latest acceptable date for the start of academic activities is 1 January 2013. The other activities (e.g. outreach activities, academic exchanges with the EU, etc.) may start before or during the academic year.

The expenses linked to the activity of the EU Academic Programme will be eligible only from the starting date of the action.

5. CRITERIA

The proposals will undergo a first screening under the eligibility criteria and exclusion criteria laid down below. The proposals passing the eligibility and exclusion criteria will then be assessed against the selection criteria, which are minimum requirements for the financial and technical ability of the applicant to complete the proposed action. The proposals meeting the selection criteria will then be ranked according to the award criteria.

The application will be assessed on the basis of the information provided in the Grant application form and in the Narrative application form.

5.1. ELIGIBILITY

5.1.1. ELIGIBLE ORGANISATIONS

This Call for proposals is open to the following legal entities: Universities and other higher education institutions in Macao recognised as such by the relevant Macao SAR authorities.

Proposals can be introduced by:

- by a consortium, partnership or network led by a university or other institution of higher education established in Macao. The consortium, partnership or network may include different categories of organisations - such as educational institutions, research institutes, cultural institutions, business associations, public relations agencies, think tanks, press and media associations; professional conference organisers, but must be led by a university which will be the only signatory of the Grant Agreement with the Commission. Therefore, there must be an internal arrangement within the consortium, partnership or network, as regards the allocation of tasks and the sharing of costs.

Natural persons may not apply.

Note: The applicant has the possibility to outsource part of its activities to external services providers (e.g. in the case of outreach – which does not necessarily belong to the core tasks of universities – for instance, the applicant may rely on the expertise of professional conference organisers). This sub-contracting is subject to certain conditions (see the 'Guidelines for applicants', section 2.3.6) and should be documented in the

Grant application form and the Narrative application form.

Documentation to be submitted (see Grant application form):

The leading applicants must submit a copy of their statutes and / or an official certification of legal registration.

The leading applicants must submit a letter of commitment from the different partner organisations confirming their participation and role.

5.1.2. ELIGIBLE COUNTRIES AND REGIONS

Only applications from eligible organisations established in the regions specified below will be considered.

The project partners must all be established in Macao SAR or in the European Union. The leading applicant must be established in Macao SAR.

5.1.3. ELIGIBLE ACTIVITIES

The activities must contribute to the specific objectives listed in section 3 above. They must be contained in the maximum time frame of 54 months.

5.1.4. ELIGIBLE PROPOSALS

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and sent no later than the specified deadline, will be considered.

The Grant application form must be accompanied by an official letter from the applicant organisation requesting a grant, by the Narrative application form, and by all the documents necessary to assess its compliance with the eligibility, exclusion, selection and award criteria, and all other documents referred to in the Grant application form.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for co-financing from the EU, set at 75%. The remaining costs will have to be funded by the applicant out of its own resources or third party resources (see the 'Guidelines for applicants' for a description of eligible costs and co-financing).

5.2. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93, 94 and 96, paragraph 2 point a) 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 may not participate in this Call for proposals or be awarded grants if:

- 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 project is to take place;
- 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 Union's financial interests;
- f) Following another procurement procedure or grant award procedure financed by the Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- g) They are subject to a conflict of interest;
- h) They 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.

Documentation to be submitted (see Grant application form):

The 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 (part C of the Grant application form).

5.3. SELECTION CRITERIA

The applicant must demonstrate its technical and financial capacity to implement the proposed actions (see Grant application form):

5.3.1. TECHNICAL CAPACITY

The technical capacity of the applicant will be assessed on the basis of:

- a) The educational and professional qualifications of the persons responsible for the different aspects of programme development and project management

(academic activities, outreach, academic cooperation and coordination), as demonstrated by their curricula vitae;

b) A description of the main activities already carried out in the field of EU studies in the last three years;

c) A description of the main outreach activities related to the EU and any other significant outreach activities in the last three years;

d) A list of relevant projects carried out in cooperation with other institutions in the last three years.

5.3.2. FINANCIAL CAPACITY

The applicant will have to demonstrate a stable and sufficient source of funding to implement the proposed action over the whole duration of the project. This will be assessed on the basis of:

a) annual accounts for the last two years or other financial information required in the Grant application form (depending on the legal nature of the applicant and public or private status);

b) evidence that the applicant is able to meet co-financing requirements. The own resources must be confirmed by the signature of the legally authorised officer signing the Grant application form. The third party resources, if applicable, are to be confirmed in writing by the officer(s) identified in the Grant application form.

5.4. AWARD CRITERIA

The applications that respect the eligibility, exclusion and selection criteria listed above will be ranked on the basis of the award criteria set out in the table below.

The proposal that receives the largest number of points (maximum 100) will be selected, subject to a **minimum quality threshold, which is set at 60 points. Proposals which receive fewer than 60 points will not be selected.**

Criteria	Points (max)
1. Quality, importance, and relevance of the proposed programme of academic activities, demonstrating in particular a capacity to <ul style="list-style-type: none"> ➤ achieve significant and sustainable impact and add value to the existing activities of the applicant institution (in particular by extending the range of EU studies or through the development of entirely new activities) ➤ encourage students and scholars undertaking research work on EU-related subjects ➤ develop a multidisciplinary approach including active involvement of professional schools (law, business, economics, science and technology, etc). 	25 points
2. Quality, importance and relevance of the proposed programme of outreach activities, demonstrating in particular a capacity to: <ul style="list-style-type: none"> ➤ reach and involve target groups beyond academic circles such as government officials, business people, journalists, civil society groups, younger audiences... ➤ develop projects which will lead to increased EU visibility and improved knowledge about the EU through website, publications, conferences, workshops and media coverage of these events. 	30 points
3. Quality, importance, and relevance of the proposed programme of academic exchanges with the EU, and contribution to the effectiveness of the network of EU Centres/Institutes/Academic programmes, demonstrating in particular a capacity to: <ul style="list-style-type: none"> ➤ build on established international links with other academic and research institutions including ongoing collaboration with universities in EU Member States; ➤ act within a network with links to other EU Centres/Institutes/Academic programmes and to other domestic academic and research institutions; 	15 points
4. The cost effectiveness in the implementation of activities proposed and the quality of the organisational structure and working arrangements envisaged for the delivery, monitoring of, and reporting on the activities programmed. The assessment will include the internal coordination arrangements.	20 points
5. The degree of commitment of the host University (and possibly other partner institutions) to support and encourage the EU Academic Programme both financially and in terms of accommodation and logistical support.	5 points
6. The capacity to mobilise external funding and other resources to supplement European Commission financial support and the seriousness of self-sustainability prospects.	5 points
TOTAL	100 points

Documentation to be provided (see Grant application form and Narrative application form):

- **Development** of a strategic vision and work plan for each of the objectives set out in section 3: (i) demonstrating how the activities of the EU Academic Programme will add value and build on already existing activities, (ii) explaining how the project will achieve significant impact and visibility, (iii) outlining actions

- to be taken during the inception phase, (iv) including a draft programme of activities for the first year of operation, (v) outlining a draft programme for the subsequent years of operations;
- **Description** of the role, status and qualifications of associated partner institutions, where appropriate;
 - **Description of the organisational and decision making structure and of working arrangements;**
 - **Description of the support offered** by the host University and, where appropriate, by the Partner institutions;
 - **Indication of Prospects for sustainability:** Upon completion of the grant agreement, explain how the EU Academic Programme's activities can be continued without financial support by the European Commission. In particular, indicate how the participating institutions would plan to attract support, in order to ensure long-term sustainability of the EU Academic Programme.

6. FINANCIAL CONDITIONS

6.1 GRANT AGREEMENT

Grant applications must include a detailed estimated budget in which all project costs and revenues should be drawn in Euro⁵ and in accordance with the model annexed to the Grant application form.

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 Union budget.

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 award of a grant does not establish an entitlement to provide funding after the closure of the Grant Agreement.

Grants will not be awarded for more than the amount requested, and the European Commission reserves the right to award a grant of less than the amount requested by the applicant, if the costs are considered to be too high or unjustified. Only costs directly linked to the performance of the action will be accepted.

Contributions in kind are not eligible.

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.

Project which is awarded a grant under this Call for proposals may not benefit from any other European Union funding for the same activity.

⁵ Prices must be quoted in € (euro) using the European Commission's official monthly accounting exchange rate at the time of submission of the proposal. For a list of countries/currencies, please refer to: <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en#S>

The bank 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 pre-financing payment (see section 6.2).

Nothing herein stated shall be deemed a financial commitment by the European Union or any of its component Institutions. Grants will be awarded on the basis of available funding and only after approval by the European Commission.

Where the European Commission decides to carry out an interim or ex-post evaluation, the beneficiary is required to provide all necessary information.

6.2 PAYMENT PROCEDURES

In the event of award by the Commission, a Grant 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 will sign it. A pre-financing may be transferred to the beneficiary. Pre-financing is intended to provide the beneficiary with the funds needed to cover the costs incurred by the beneficiary until interim payments or further pre-financings are made. When making the pre-financing, the European Commission may request an appropriate guarantee, if needed.

The Commission will then make interim or further pre-financing payments following approval of interim reports. Such payments are intended to cover the beneficiary's expenditure when the action has been partly carried out.

The amounts of the (further) pre-financings or of the interim payments will depend upon the planned and actual implementation of the budget respectively. In the context of a 54 month grant agreement, the order of magnitude of the pre-financing and of each of the two interim or further pre-financing payments is between 20-30% of the total budget.

At the end of the Grant Agreement, the Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports.

The terms and general conditions of a prospective grant are specified in the Model Grant Agreement. Submission of an application implies acceptance of these terms and general conditions. Requests to modify the terms and general conditions of the Grant Agreement will not be considered.

6.3. AUDIT REPORT

An external audit report produced by an approved auditor or in case of public bodies, by a competent and independent public officer may be required in respect of any payment request. The purpose of the audit report is to certify that the submitted accounts comply with the financial provisions of the Grant Agreement, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible according to the Grant Agreement and that all receipts have been declared.

6.4. DOUBLE FINANCING

Projects may not benefit from any other Union funding for the same activity. In particular, activities carried out by the EU Academic Programme as regards Objective 3 “Academic exchanges with the EU” may not benefit from additional funding under other projects funded by the European Commission (e.g. through the Erasmus Mundus Programme or other bilateral cooperation projects funded by the Industrialised Countries Instrument). Of course, this does not prevent the participation of the grant beneficiary in other programmes sponsored by the European Commission. But it means that the eligible costs can be reported only once, and that the co-funding cannot be provided in the form of another grant from the European Commission.

7. SUBMISSION OF THE PROPOSALS

7.1. PUBLICATION

The call for proposals is published on the Internet site of the European External Action Service and on the Internet site of the Office of the European Union to Hong Kong and Macao.

7.2. APPLICATION FORM AND SUPPORTING DOCUMENTS

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 following documents must be supplied (see also list in the Grant application form):

- Cover letter (official letter from the applicant organisation requesting the grant and duly signed and dated by the legal representative)
- Grant application form
- Narrative application form
- Documents required to assess the eligibility of the application (see section 5.1)
- Documents required to assess the application against the exclusion criteria (see section 5.2)
- Documents required to assess the compliance of the application with the selection criteria (see section 5.3)
- Documents required to assess the application against the award criteria (see section 5.4)
- Legal entity form
- Financial identification form.

7.3. SUBMISSION OF THE APPLICATION

Regarding the presentation of the application file, it is recommended to:

- Follow the order of documents as listed in the checklist
- Print the documents double-sided, where possible
- Use only 2-hole binders (please do not bind or glue)

Applications should be submitted at the earliest date possible, **but must be postmarked no later than 4 January 2012.**

An electronic version of the Grant application form (including budget) and the Narrative application form must also be sent to the European Commission by email to:

Fpi-4-grants-tenders@ec.europa.eu

However, applications sent by e-mail will be accepted only if they are backed up by an original (signed) application sent by the deadline mentioned above. Applications submitted by fax will not be accepted.

Any application received with a later postmark will be automatically rejected even if the delay is due to private courier service.

NB: The applicant is responsible for the clear identification of the date to which the application has been postmarked.

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 4 copies** and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications must be sent by registered mail or by express mail/courier service to the following address:

European Commission
Service for Foreign Policy Instruments
Unit FPI 4 Public Diplomacy and Election Observations
For the attention of Mr Oliver Nette
Reference: Call for proposals FPI4/2011/Macao
c/o Central mail service
Avenue du Bourget, 1
B-1140 Brussels (Evere)
Belgium

In the case of hand delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The central mail service is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays⁶.

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

⁶ Please note that the European Commission is closed on the following days in the second half of 2011/beginning of 2012: 1 November, 2 November, 23 December 2011 to 2 January 2012 (inclusive).

this purpose.

7.4. TIMETABLE FOR THE SELECTION PROCEDURE.

The **indicative** timetable for the selection procedure is the following:

February 2012: evaluation of the proposals received;

March/April 2012: communication of the award decision to applicants. All applicants will be informed in writing of the outcome of the selection procedure.

End April/May 2012: signing Grant Agreement for the selected proposal.

7.5. CONTACTS

If you have any questions, please send them **in writing by email only** (please indicate clearly the reference of the call, **FPI4/2011/Macao**) to:

Fpi-4-grants-tenders@ec.europa.eu

Please bear in mind that the last date to send in your questions is 13 December 2011.

A 'Frequently Asked Questions' or FAQ will be posted on the Commission's website where the call has been published, summarising responses to technical questions asked by individual applicants.

8. 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.

In accordance with the General conditions to the Grant Agreement, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the European Union **in all documents and media produced**, in particular final delivered outputs, related reports, brochures, press releases, websites, videos, software, etc, including at conferences or seminars. The graphic identity of the EU must enjoy an equally prominent place and size as that of the beneficiary or implementing partners and should be visible on the front page of the product. In the context of the EU Academic Programme in Macao, the beneficiary should use the following formulations ⁷ :

⁷ This is a summary of key formulations adopted from the Communication and Visibility Manual for EU External Actions. For the full version of the manual, FAQ and downloadable versions of the EU flag, please see http://ec.europa.eu/europeaid/work/visibility/index_en.htm

- For conference and workshop materials, press releases and brochures, using the formulation
'This project is funded by the European Union' with the EU logo is the minimum requirement. This formulation and the EU logo need to be visible on the front page of the document. A press release should mention details of the actual amounts funded.

- For publications and reports:
'This <publication/report> has been produced with the assistance of the European Union. The contents of this <publication/report> are the sole responsibility of [name of the beneficiary or implementing partners] and can in no way be taken to reflect the views of the European Union'.

- For websites:
'This website has been funded with the assistance of the European Union. The contents of this website are the sole responsibility of [name of the beneficiary and implementing partners] and can in no way be taken to reflect the views of the European Union'.

- For papers and other publications where a project team member continued researching the topic beyond the project duration and decided to publish an article on it, it would be necessary to mention the EU funding for the initial research stage. If the project has already ended at that time, no EU flag needs to be added, only a sentence (which should be given the same prominence as the flag would have been given, and should be on the front page of the publication):
'The initial phase <dates> of this <research/project> was supported by the European Union. The contents of this <publication/article> are the sole responsibility of <name of the author/implementing partner/organisation> and can in no way be taken to reflect the views of the European Union'.

- If the project has not yet ended, any project team member publishing an article on the project topic should include – in a prominent and visible place/space – the following formulation:
'This <publication/article> has been produced with the assistance of the European Union. The contents of this <publication/article> are the sole responsibility of <name of the author/implementing partner/organisation> and can in no way be taken to reflect the views of the European Union'.

Evidence of this publicity shall be included in the interim and final technical implementation and financial reports.

If these requirements are not fully complied with, the beneficiary's grant may be reduced.

9. OTHER PROVISIONS

9.1. MANAGEMENT AND GOVERNANCE OF THE EU ACADEMIC PROGRAMME

The operational and financial management procedures of the European Commission that will apply to the Academic Programme (e.g. submission and approval of work programmes, report, etc.) are provided in the Model Grant Agreement.

As regards the internal management procedures of the EU Academic Programme, the applicant shall describe the governance and management procedures that the Programme will implement to ensure that it 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.

These arrangements may include an Advisory Board or Steering Committee that will provide advice on the strategic development of the EU Academic Programme. These structures should aim at striking a balance between representatives of the Programme's stakeholders. For that purpose, it may include the Director of the Programme, a comparable number of members designated by (i) the Office of the European Union to Hong Kong and Macao (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 might be to provide strategic guidance on key priorities and initiatives for developing the 's activities, on solutions to broaden the funding base of the EU Academic Programme in order to ensure its self-sustainability, and on means to strengthen links with the business, media and research communities.

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

9.2. NO RESEARCH OR CURRICULUM DEVELOPMENT AWARDS FOR EU ACADEMIC PROGRAMME'S STAFF

To avoid conflicts of interest, EU Academic Programme and other staff working directly for an EU Academic Programme may not receive individual research or curriculum development awards/prizes made by the Programme using project funding.

9.3. DATA PROTECTION

Any personal data of the applicant shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. It shall be processed solely for the purposes of the performance, management and follow-up of the grant agreement by the European Commission without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with EU law. The applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete.

In accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council, for the purposes of safeguarding the financial interests of the Communities, personal data of the applicants may be transferred to internal audit services, to the

European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.