



**EUROPEAN COMMISSION  
SERVICE FOR FOREIGN POLICY INSTRUMENTS**

# **EU BUSINESS AND REGULATORY COOPERATION PROGRAMME IN TAIWAN**

## **2013**

**CALL FOR PROPOSALS ref.  
FPI4/2013/EUBRCP  
Deadline for submission: 06/05/2013**

BUDGET LINE 19.0501

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# 1. INTRODUCTION

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" or ICI).

## 1.1. THE INDUSTRIALISED COUNTRIES INSTRUMENT

The Industrialised Countries Instrument (ICI) promotes cooperation with 17 industrialised and other high-income countries and territories in North America, Asia-Pacific and in the Gulf region. Based on Article 181A of the Treaty, the ICI will contribute to fostering the relations of the European Community with countries and territories which often share similar values, are important political and trading partners, and play an active role in multilateral fora and in global governance. The actions provided for under the aegis of the ICI will support strategic objectives of the Community's external action in relation to industrialised countries: intensifying political cooperation, advancing the EU's economic interests, and enhancing global networking and awareness of the EU.

Specific action will be organised around three main priority areas:

- (1) Public diplomacy and outreach. The key objectives are to enhance the profile of the EU, to promote a better understanding of Community action and positions, and to influence positively perceptions of the EU in partner countries. To achieve these objectives, the network of EU Centres will be strengthened, support will be provided for public policy think tanks and research institutes, and targeted events will be organised in partner countries.
- (2) Economic partnership and business cooperation. The upcoming initiatives will contribute to the strategic objective of improving the competitiveness of European companies and strengthening their presence in key markets. In particular, they should facilitate market access for European companies, including small and medium-sized enterprises. The range of services provided to European companies will be expanded, drawing on experience with long-standing business cooperation programmes.
- (3) People-to-people links. The main goals are to enhance mutual understanding between cultures, and to facilitate the exchange of knowledge. To this end, the main initiatives will be to strengthen cooperation in the field of education and to promote civil society dialogues.

The present call for Proposals falls under category 2 "Economic partnership and business cooperation",

Activities should facilitate market access for European companies by promoting European regulatory solutions and will include seminars, workshops, conferences and other outreach activities. The European Union will contribute funds for the development of the activities on a co-financing basis. The grant will have to be supplemented by the own resources provided either by the applicant, and where applicable, by its partners, or by resources contributed by other private or public donors. The applications will be evaluated and selected against criteria which are specified in the Call documents. The applicant should make sure that its application/proposal includes all the information needed for the Commission to form a sound judgment.

This document sets the terms of reference for the call for proposals for the EU business and regulatory cooperation programme in Taiwan to be financed under the 2012 budget. A separate document 'Guidelines for Applicants' outlines the financial and contractual obligations to be respected.

## **1.2 CONTEXT - EU-TAIWAN ECONOMIC RELATIONS**

Taiwan is a major economic player in the world, most importantly in information and communication technology, where Taiwan is a leading producer of intermediary and final products. Taiwan acceded to WTO in January 2002 under the designation "Separate Customs Territory of Taiwan, Penghu, Kinmen and Matsu" (or "Chinese Taipei"). Taiwan is a major trade partner of the EU, the fifth largest in Asia and ranking 20<sup>th</sup> overall among EU's trade partners. Taiwan's market provides lot of opportunities for European enterprises as an export market as well as investment possibilities, and as an FDI source.

The EU has an office in Taipei under the name of European Economic and Trade Office (EETO). The Office contributes to the strengthening of communications with the Taiwanese authorities and other economic and social interlocutors, and promotes opportunities for collaboration in areas of mutual interest. Taiwan is an important trading partner for the EU with a bilateral trade of €40bn in 2011. Taiwan is a major capital exporter with over 250 Bn USD worth of investment. However the EU is underrepresented with less than 1 Bn USD. The EU is the largest foreign investor in Taiwan with about 30 Bn USD worth of investment according to Taiwan's figures.

The EU pursues a "One China" policy. Beyond trade and economic matters, cooperation between the EU and Taiwan takes place in the areas of research and technology, information society, education and culture, fisheries, environment and climate change, among others. Since January 2011, Taiwanese passport holders enjoy visa-free regime to enter the EU as a whole for short stay visits.

The EU has an active trade dialogue with Taiwan, the main issues being public procurement, non-tariff barriers, Intellectual Property Rights (IPR), and specific market access issues (such as electric equipment certification, approval of European meat exports, ...). There is an annual consultation and four sectoral working groups operate under this structure on Sanitary and Phyto-Sanitary (SPS), Pharmaceutical, IPR, as well as Technical Barriers (TBT) to Trade and Automotive. There are two local Market Access Teams with the participation of EETO, EU member States offices and EU industry representatives operating in Taipei on Sanitary and Phyto-sanitary (SPS) and Intellectual Property Rights (IPR) issues. Currently 16 Member States have offices in Taiwan, also focusing on enhancing trade and investment relations.

The main obstacles for European companies in Taiwan stem from the differing regulatory environment, non-tariff barriers and other regulatory issues. Taiwan in some cases already followed or accepted EU regulatory framework such as vehicle homologation certificates, and current car emission standards. Notwithstanding the achievements to date there is a need to step up efforts on issues related to regulations and non-tariff measures that negatively impact on trade and investment flows.

## 2. PROGRAMME OBJECTIVES AND EXPECTED OUTCOMES

### 2.1. GENERAL OBJECTIVES

The general objective of the EU Business and Regulatory Cooperation Programme in Taiwan (Programme) is to **improve the competitiveness of European companies by furthering knowledge of and the use of EU regulatory principles and instruments in Taiwan.**

### 2.2. DESIRABLE CHARACTERISTICS IN PROPOSALS

It is expected that the subjects addressed by the Programme will reflect the bilateral policy agenda between the EU and Taiwan. The proposal should indicate which areas it intends to address during the first implementing year. Subsequently, annual work programmes will be proposed for the European Commission's approval. In addition, the proposal should suggest an effective way of the day-to-day coordination with the EETO and the European Commission to adjust strategies and keep up-to-date on the policy agenda during the full implementation period. The Programme is expected to integrate EU perspectives into its work.

Taking into account the variety of activities, the Programme's human resources should be carefully considered, , i.e. involving coordinating staff, communication/PR specialists and administrative/financial staffs including the appointment of an experienced project manager/director. If the Grant is run by a consortium, there should be (part-time) staff member in each organisation responsible for coordination and liaison with the lead organisation.

### 2.3 SPECIFIC OBJECTIVES

The Programme is expected to address the following specific objectives:

**OBJECTIVE 1: enhance the regulatory environment for the trade and investment** in Taiwan and to propagate European solutions and best practices for regulatory issues. This would be served by organising seminars, workshops, study tours and other activities that promote closer cooperation of the EU and Taiwan on specific topics such as standardisation, certification, sectoral regulatory issues (e.g. electric product, health industry etc), intellectual property rights (IPR), public procurement, food safety, financial services regulations, telecommunication, and other service sectors, green solutions, etc.

Target: 80% of overall budget

EXPECTED ACTIVITIES include (non-exhaustive list):

- a) Promotion of relevant EU policies, regulations as well as EU industry standards and cases of best practices to public authorities and other stakeholders by way of targeted seminars, study tours or other means. 4-5 main events and possibly a similar number of smaller events are foreseen per year. Such events, if possible, will be organised in synergy with regular EU-Taiwan consultations and working groups, and events organised by EETO. Financing of such events will include logistics cost

of venue, refreshments, interpretation, advertisement, invitations, publications and cost related to speakers including travel accommodation and other costs and fees.

- b) Assessment of the level of Taiwan's regulatory development in all areas affecting EU trade and investment (standards, non-tariff measures, services, legal requirements etc), by possibly benchmarking these areas and required changes;
- c) Ad-hoc in-depth analysis, surveys or studies on issues affecting trade and investments and on the specific obstacles EU companies face in Taiwan to serve as an input for policy formulation and discussions with relevant departments;
- d) Input of detailed sectoral knowledge to assist the work of the local Market Access Teams and the European Economic and Trade Office in Taipei.

**OBJECTIVE 2: project an EU image in Taiwan** by organising business and economy related events.

Target: 10% of overall budget

EXPECTED ACTIVITIES:

- a) Outreach activities to promote EU solutions and competencies (e.g. low carbon/ environmental engineering, automotive, health, ICT, etc) at trade fairs or stand alone events;
- b) On a website provide relevant information on activities of the Programme;

**OBJECTIVE 3: promote closer business cooperation** between the EU and Taiwan in specific sectors such as ICT, and green technology/energy.

Target: 10% of overall budget

EXPECTED ACTIVITIES:

- a) Activities fostering closer cooperation of stakeholders in sectors in cooperation with representative EU wide business associations;
- b) Cooperation and alliances with local industry organisations.

## **3. BUDGET**

### **3.1. CO-FINANCING BY THE EUROPEAN COMMISSION**

The overall indicative amount made available under this call for proposals is **€ 600,000** for the award of **one** grant. The financial contribution from the budget of the European Union cannot exceed 80% and cannot be lower than 50% of the total estimated eligible costs.

The remaining costs will have to be funded by the applicant out of own resources or third party resources. Applicants must provide a minimum cost share of at least 20% of the total estimated eligible project costs (e.g. € 150.000 to match a request from the

Commission of maximum €600,000). A description of co-financing and of eligible costs is provided in the document 'Guidelines for Applicants'.

The European Commission reserves the right not to award all available funds. Taking into account 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.

Where the financial envelopes indicated above cannot be used due to insufficient quality or the lack of eligible proposals received, the European Commission reserves the right to reallocate the remaining funds to another geographic area or to fund other components of the ICI Instrument.

### **3.2. DURATION OF THE GRANT AGREEMENT**

The Grant Agreement will have a duration of maximum **56 months** including:

- An inception / preparatory period of maximum 4 months during which (i) the programme 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. 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);
- A closing period of maximum four months during which the Beneficiary 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 no cost extension of 12 additional months may be granted, if requested before the deadline specified in the Agreement and duly justified. The maximum duration will then be 68 months.

## **4. EVALUATION CRITERIA**

The proposals will undergo a first screening under the eligibility criteria and exclusion criteria laid down below. Those who will pass 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.

Applications will be assessed on the basis of the information provided in the Grant application form.

## **4.1 ELIGIBILITY**

### **4.1.1 ELIGIBLE ORGANISATIONS**

Subject to their meeting the eligibility criteria set out below, applications are invited from Chambers of Commerce, Business and Industry Associations, Trade and Investment Promotion Agencies, and other legal entities working in the field of trade and investment policy and business cooperation with activities in Taiwan.

In the case of a proposal submitted by a single applicant, the organisation must be established in Taiwan.

In the case of a proposal submitted by a consortium, partnership or network, the lead organisation should be established in Taiwan while the partner organisations could be established in Taiwan or in the European Union. In this case, the lead organisation will be the only signatory of the Grant Agreement with the European Union. Therefore, there must be an internal arrangement within the consortium, partnership or network, as regards the allocation of tasks and the sharing of costs. The consortium, partnership or network may include different categories of organisations – the types of organisations listed in the first paragraph of this section and may also include professional conference organisers, communication agencies etc.

Natural persons may not apply.

The applicant has the possibility to subcontract part of its activities to external services providers. This sub-contracting is subject to certain conditions (see the 'Guidelines for Applicants – financial and contractual matters') and should be documented in the Grant application form.

### **4.1.2 ELIGIBLE COUNTRIES**

The main applicant should be established with its main office in Taiwan in accordance with the relevant domestic legislation.

In the case of a consortium, the project partners of the main applicant must all be established in Taiwan or in the European Union in accordance with relevant domestic legislation.

### **4.1.3 ELIGIBLE ACTIVITIES**

The activities must contribute to the specific objectives (see point 2.3.).

They must be carried out within the maximum time frame indicated under the Duration (see point 3.2.).

### **4.1.4 ELIGIBLE PROPOSALS**

Proposals submitted should use the official application form, fully completed in English (incomplete applications will not be considered), signed (original signatures required, no scanned copies) and sent no later than the specified deadline.

The Grant application form must be accompanied by:

- a) an official letter (dated and signed) from the applicant organisation requesting a grant;



- b) all the documents necessary to assess its compliance with the eligibility, , selection and award criteria;
- c) budget breakdown;
- d) 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 minimum and maximum percentage of co-financing from the EU.

## **4.2 EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 106, 107, 109 and 131 of the Financial Regulation applicable to the general budget of the European Union (REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002) 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/territory in which they are established or with those of the country/territory of the Contracting Authority or those of the country/territory 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' 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 of honour certifying that they are not in any of the situations referred to in Articles 106 and 107 of the Financial Regulation (section V of the Grant application form).

## **4.3 SELECTION CRITERIA**

### ***4.3.1 TECHNICAL CAPACITY***

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

- The professional qualifications of the persons responsible for the various aspects of programme development and project management, as demonstrated by their curricula vitae;
- A description of the main activities already carried out over the last three years related to those outlined in the objectives;
- Experience and networking experience related to the main European Union outreach activities and any other significant outreach activities over the last three years;
- A list of relevant activities, and projects carried out in cooperation with other institutions/partners/networks over the last three years.

### ***4.3.2 FINANCIAL CAPACITY***

- a) financial and economic capacity of the applicant and potential partners (where relevant) to perform the tasks and provide the infrastructure necessary for the project (based on 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 and, where relevant, potential partners, is able to meet co-financing requirements, with own and/or third-party resources (own resources must be confirmed by the signature of the legally authorised officer signing the Grant application form; third party resources, if applicable, are to be confirmed in writing by the officer(s) identified in the Grant application form).

## **4.4 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.

Only 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.

	Award criteria	Points
1	<p><b>Coherence, design and relevance of the proposal vis-à-vis the objectives and expected outcomes of the Call for Proposals</b></p> <p>1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?</p> <p>1.2. Is the action coherent, feasible and consistent in relation to the objectives and expected results?</p>	<p><b>25</b></p> <p>15</p> <p>10</p>
2	<p><b>Sustainability of the activities</b></p> <p>2.1. Capacity to achieve significant and sustainable impact:</p> <p>Are the expected results of the proposed action sustainable?</p> <p>-at policy level (where applicable) <i>(what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)</i></p> <p>-environmentally (if applicable) <i>(will the action have a negative/positive environmental impact?)</i></p> <p>2.2. Capacity to add value to the existing activities of the applicant's and partners' organisations</p> <p>2.3. Capacity to develop entirely new activities</p> <p>2.4. Are the actions likely to have multiplier effects? (including scope for replication, extension and information sharing)</p>	<p><b>20</b></p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>
3	<p><b>Financial and operational capacity</b></p> <p>4.1. Capacity to reach, create links and effectively mobilise the target groups in Taiwan such as locally based business circles and organisations with an EU focus and other relevant economic actors, think tanks, opinion leaders, government departments and agencies, and the media</p> <p>4.2. Do the applicants and, if applicable, potential partners have sufficient experience of project management?</p> <p>4.3. Do the applicants and, if applicable, potential partners have sufficient technical expertise (especially knowledge of the issues to be addressed.) and management capacity? (including staff, equipment and ability to handle the budget for the action)?</p>	<p><b>25</b></p> <p>15</p> <p>5</p> <p>5</p>

4	<b>Cost Effectiveness</b>  Cost effectiveness in the implementation of activities proposed and particularly in the administration and working methods envisaged for the delivery, monitoring and reporting on the activities programmed. Activities to be appropriately reflected in the budget	<b>15</b>
5	Ability to raise additional external funding and other resources to supplement Commission financial support	5
6	Ability to increase EU visibility and ensure synergy with other EU initiatives	10
	<b>TOTAL</b>	<b>100</b>

## 5. FINANCIAL CONDITIONS

*Please also read the 'Guidelines for Applicants', which provide details on the budget and contractual rules.*

Grant applications must include a detailed estimated budget in which all project costs and revenues should be drawn in Euro<sup>1</sup> 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.

## 6. SUBMISSION OF THE PROPOSALS

### 6.1. PUBLICATION

The call for proposals is published on the Internet site of the European External Action Service and on the website of the European Economic and Trade Office in Taiwan.

### 6.2 APPLICATION FORM AND SUPPORTING DOCUMENTS

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

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<sup>1</sup> 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 budget should be presented detailing the overall budget and the first year of implementation per sub-budget lines. The budget should be presented using the Budget Form template designed for this call.

### 6.3. 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)

The deadline for the submission of applications is **06/05/2013** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 12:00 as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected. An electronic PDF version of the full application, i.e. Grant application form, including budget as well as scanned copies of all requested documents must be enclosed on CD-ROM or USB key to the paper version sent to the European Commission.

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.

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 3 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  
1049 Brussels  
Belgium

**Reference:** Call for proposals FPI4/2013/EUBRCP - DVA

The courier/mail number must be communicated to the European Commission through email to: [Fpi-4-grants-tenders@ec.europa.eu](mailto:Fpi-4-grants-tenders@ec.europa.eu)

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.

Central mail service  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)

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 European Commission holidays.

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

#### **6.4. TIMETABLE FOR THE SELECTION PROCEDURE.**

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

<b>Date</b>	<b>Activity</b>
06/05/2013	Deadline for the applicants to send out their proposals
23/05/2013	Evaluation of received proposals
13/06/2013	Communication of evaluation results to applicants
10/07/2013	Signing grant agreements with successful applicant
15/07/2013	First possible start date of activities

#### **6.5. CONTACTS**

If you have any questions, please send them in writing by email only (please indicate clearly the reference of the call, FPI4/2013/EUBRCP) to:

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

Please bear in mind that the last date to send in your questions is **20/04/2013**.

If relevant, 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.

### **7. 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 their activities have received funding from the European Union in all documents and media produced. Evidence of this publicity shall be included in the narrative and financial reports. A model of the EU flag may be downloaded from the following link:

[http://europa.eu/abc/symbols/emblem/download\\_en.htm](http://europa.eu/abc/symbols/emblem/download_en.htm)

Failing to comply with these requirements, the beneficiary's grant may be reduced.

It is advised to follow the specific guidelines published in the *Communication and Visibility Manual for European Union External Actions* which can be accessed on the following link:

[http://ec.europa.eu/europeaid/work/visibility/documents/communication\\_and\\_visibility\\_manual\\_en.pdf](http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf)

All materials produced under or derived from the Grant Agreement can be used by the European Union without asking for consent of the Beneficiary.

## **8. OTHER PROVISIONS**

### **8.1. MANAGEMENT AND GOVERNANCE**

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

As regards the internal management procedures of the Programme, the applicant shall describe the governance and management procedures that will be implemented to ensure that it fulfils its contractual obligations and its stated objectives, delivers in a timely and high quality manner its activities and interacts efficiently with partners and with the European Commission/EETO, including through regular meetings.

These arrangements may include an Advisory Board or Steering Committee that will provide advice on the strategic development. These structures should aim at striking a balance amongst the Programme's stakeholders. For that purpose, it may include the Director of Programme, a number of members designated by (i) the European Economic and Trade Office, (ii) the host organisation, as well as representatives of institutions outside the host organisation (other donors or partner institutions).

The role of the Advisory Board might be to provide strategic guidance on key priorities and initiatives for developing its activities, on solutions to broaden the funding base of the Programme in order to ensure its self-sustainability, and on means to strengthen links with the business, media and research communities.

The Programme will operate under domestic law on a non-profit basis.

To avoid conflicts of interest, staff working directly for the Programme may not receive individual research or other awards, contracts from the Programme.

### **8.2. 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.