



OPEN CALL FOR PROPOSALS N° VP/2008/014

BUDGET LINE 04-04-01-01

Innovative Projects for Worker Mobility in the EU

In view of the large number of enquiries, please do not telephone.

Questions should be sent by e-mail only to: empl-d3-unit@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German

The English version of the call is the original

1. Introduction

The Social Agenda (2005-2010) has fixed as its overall strategic goal to promote more and better jobs and to offer equal opportunities for all. The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The Decision n°1672/2006 establishing a Community programme for employment and social solidarity – PROGRESS was adopted by the European Parliament and the Council on 24 October and published in the OJ on 15 November 2006.

PROGRESSSS aims at supporting the core functions of the European Community towards fulfilling its Treaty-delegated tasks and powers in its respective areas of competence in the employment and social sphere. *PROGRESS* mission is to strengthen the EU contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To that effect, PROGRESS will be instrumental in:

- providing analysis and policy advice on PROGRESS policy areas;
- monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- relaying the views of the stakeholders and society at large.

More specifically, PROGRESS will support:

- (1) the implementation of the European Employment Strategy (section 1);
- (2) the implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- (3) the improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- (4) the effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- (5) the effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present Call for proposals is issued in the context of the implementation of the 2008 annual plan of work which is consultable at http://ec.europa.eu/employment_social/progress/docs_en.html

2. Context

EURES¹ (European Employment Services) was created in 1993 to facilitate the free movement of workers. It is an important instrument for strengthening the labour market infrastructure at national and EU level². Designed as a one-stop instrument to facilitate the mobility of workers and their families, EURES is a unique Community service that combines a well qualified human network of 750 advisors with a powerful Internet portal enabling access to over one million vacancies. Since 2006 all vacancies from EU and EEA national public employment services have been accessible on the EURES portal in 25 European languages. The network of EURES advisors provides for personalised assistance to EU migrant workers and their families in all matters related to their mobility experience. It works in cooperation with other Community services, including general and specific information and problem-solving services for citizens and businesses such as EULisses on social security, PLOTEUS portal on learning opportunities, Eurodesk, ERYICA, Europe Direct, Your Europe, Citizens' Signpost Service, Europass, national contact points for professional recognition of qualifications, ERA-MORE, the European Researchers' Mobility Portal and SOLVIT, etc.

In its efforts to enhance the EU's competitiveness and foster job creation, the European Council has identified mobility as a key element for the achievement of the **renewed Lisbon strategy and the implementation of the European Employment Strategy**³. Notwithstanding the efforts undertaken to facilitate geographic and job to job mobility, the current mobility rates for workers in Europe remain relatively low.

¹ www.eures.europa.eu

² Council Decision 2005/600/EC of 12 July 2005 on Guidelines for the employment policies of the Member States (OJ L 205, 6.8.2005).

³ See Integrated Guidelines for Growth and Jobs (2005-2008), Guideline No 20.

Indeed, aside from an uncertainty over the advantages of being mobile, individuals face a number of hurdles to their movement. There is therefore a need to remove the barriers in the social economic environment that still prevent mobility.

The **European Job Mobility Action plan 2007-2010 (JMAP)**⁴ adopted by the Commission on 6th December 2007 presents a set of fifteen actions to help remove obstacles to worker mobility at European level and to encourage the relevant authorities to deal with the obstacles at the national, regional or local level. This action plan is based on the lessons from the previous 2002 Action Plan for Skills and Mobility⁵, the results of the 2006 European Year of Workers Mobility⁶, and on the strong connection between worker mobility and a number of ongoing policy debates, such as flexicurity, lifelong learning, multilingualism and demographic change.

It focuses on four areas: the improvement of existing legislation and administrative practices regarding worker mobility, the policy support for mobility from authorities at all levels, the reinforcement of EURES (European Employment Services) as the one-stop instrument to facilitate mobility of workers and their families, and awareness among the wider public of the possibilities and advantages of mobility.

As part of **action n°15** of the European Job Mobility Action Plan, the Commission earmarked budget within the PROGRESS Programme support to develop and test new practices and instruments, and exchange and disseminate good practices and successful projects results. A first call for proposals was already issued in 2007 which led to the selection of 5 innovative projects⁷. This call is to further contribute to the implementation of action 15 of the Job Mobility Action Plan.

3. Objective of the call for proposal

Objective

The purpose of the present call for proposals is the **co-funding of a limited number of projects** which objectives are to enhance worker mobility, both job-to-job mobility and geographic mobility, by removing obstacles or improving the overall framework in which mobility takes place.

The proposed projects will contribute to one or more of the following activities:

1. Develop and test innovative instruments and practices;

⁴ COM(2007)773 of 6-12-2007

⁵ Final Report on the Implementation of the Commission's Action Plan for Skills and Mobility COM(2002) 72 final - COM(2007) 24 of 25.1.2007.

⁶ http://ec.europa.eu/employment_social/workersmobility_2006/

⁷ See call VP/2007/014 at http://ec.europa.eu/employment_social/emplweb/tenders/index_2007_calls_en.cfm

2. Transfer or mainstreaming with very high impact potential of existing successful mobility instruments and practices;
3. Community building, networking, analysis and benchmarking of methodologies and results among stakeholders involved in European, national, regional and local worker mobility programmes and activities.

The proposals submitted under this call will have to be in line with the strategies and policies related to worker mobility that are ongoing at European and national levels. Particular attention will be brought to the level of understanding of these strategies and policies by the applicants and to the potential impact that may come from proposals complementarities to ongoing related activities, existing networks, tools and projects. This applies in particular to the European Job Mobility Action Plan 2007-2010, the European Employment Service: EURES network and portal and to other projects supported by PROGRESS.

All proposals need to demonstrate a clear European added value, their contribution to the JMAP implementation and their potential for uptake or results' transfer to national, regional, local levels or to the EURES network.

Scope

By way of examples and respectively to the three types of possible contribution listed above, the actions proposed may concern:

1. Innovative infrastructures and services to enhance the social aspects of worker mobility; support families and dual career couples; easing access to housing facilities; induction/inclusion initiatives for new EU migrants, identification of schemes/mechanisms to facilitate the return of workers in their country of origin; feasibility actions on financial support mechanisms for encouraging workers' mobility within the EU, etc.
2. Transfer or transpose successful innovations across borders or to the EURES network, targeting categories of workers who are most in need of specific support: young non qualified workers, self-employed, long-term unemployed, etc. and maximising personalisation and support through efficient and effective solutions.
3. Reinforce working synergies and learning among groups and networks of stakeholders through targeted information dissemination on policies and projects, good practice exchange, analysis of inputs and outcomes of successful projects, online communities of practice, etc. The EURES technological platform and uploading tools are offered to host information and collaboration tools online so as to maximise opportunities of synergies with other EURES activities.

Proposals submitted under the present call should specify how they relate to the overall aims of the Call, as described in the previous sections, and clearly identify the actions to be carried out, how, when and by whom and who is the intended target group.

Moreover all proposals should include specific tasks for

- Promotion and information dissemination on the project (press release, fact sheet, slides presentation, etc.);
- Active contribution to information dissemination and networking events organised by the Commission or by a project related to this call;
- Evaluation and assessment of the project, including the potential for transferability and for sustainability of the results.

Participation

The present call for proposals will be financed by the PROGRESS Programme, budget heading 04 04 01 01, and is open to participants from the Member States of the European Union and the EFTA/EEA countries that have effectively made a financial contribution to the PROGRESS Programme budget to cover their participation in the Programme for 2008. The precise nature of each country's participation in the Programme is governed by the conditions laid down in the Agreement between the European Commission and the country concerned.

If the proposal is submitted by more than one organization, **the effective contribution of each individual partner, including the amount of its financial contribution, must be clearly described in the project.**

Likewise, if the proposal is submitted by more than one organization, interested partners and stakeholders are requested to submit their proposal through a single applicant, who will be responsible for the overall management of the project. The applicant will sign the grant agreement with the Commission, receive and manage the grant from the Commission and be responsible for the implementation and reporting to the Commission on the progress of the overall project, as well as ensuring on-going monitoring and evaluation. The Commission will only deal with the applicant organisation.

4. Total available budget

The total available budget is **EUR € 2.000.000**. In keeping with the open nature of this call, no minimum and maximum grant amounts are being fixed. The intention is to finance approximately 5 projects from the total budget.

5. Exclusion and Eligibility criteria

Exclusion and eligibility of applicants

- Applicants must be in conformity with Articles 93(1)⁸, 94⁹ and 96(2)(a)¹⁰ of the Financial Regulation;

⁸ Situations referred to in Article 93(1) of the Financial Regulation are the following:

- (a) bankrupt or being wound up, having their affairs administrated 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) convinced of an offence concerning their professional conduct by a judgement which has the force of res judicata;

- Applicants must be properly constituted and registered legal persons;
- Eligible applicants are public authorities¹¹ or state or semi-state agencies at central or regional level from the EU Member States and the EFTA/EEA countries.
- Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on the condition that they are active at international, national or regional level and submit a proposal in partnership with a public authority or state or semi-state agencies as described above.
- In application of article 114 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability. (Commission Communication relating to the eligibility of social partner organisations (C(2003) 2014 adopted on 1st July 2003). To be eligible, they must be a European social partner organisation currently consulted. A list of these organisations is included in Annex 5 of the European Commission's Communication on "*Partnership for change in an enlarged Europe – Enhancing the contribution of European social dialogue*" (COM(2004) 557 final).

Eligibility of proposals

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- (c) guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - (d) 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 where the contract is to be performed;
 - (e) the subject of a judgement 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, declared to be in serious breach of contract for failure to comply with their contractual obligations.

⁹ Situation referred to in Article 94 of the Financial Regulation are the following:

- (a) are subject of conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or who fail to supply this information.

¹⁰ Administrative or financial penalties shall be proportionate to the importance of the contract and the seriousness of the misconduct, and may consist in: the exclusion of the candidate or tenderer or contractor concerned from the contracts and grants financed by the budget, for a maximum period of ten years.

¹¹ Public authorities and agencies with decision-making competencies in the area of employment policies, ie. in particular relevant ministries or other governmental bodies at national or regional level. This does not cover all public bodies like public universities or research institutes, which may be, however, involved as project partners.

Grant applications must be made in writing, on the standard application form and be sent by the deadline indicated in section 11 below. The project must be linked to the objective of the call (as described under section 3 above) and not benefit from other Community funding. It must comply with the European Community co-financing percentage of maximum **75%** of the total eligible costs and with the rules of start dates and duration of the project defined in section 10 below.

The application must be submitted electronically online and by post in 3 hard copies (1 original and 2 copies).

The application must be complete and include all the documents indicated in the checklist (Section 13).

Proposals which do not comply with the above criteria are not eligible and will be rejected.

6. Selection criteria

Applicants must provide evidence of their operational and financial capacity, based on the following criteria:

1. The applicant's operational capacity for performing the required work must be confirmed by:
 - A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed;
 - The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks;
 - A declaration of the project manager/co-ordinator certifying the competence of the team to carry out the required tasks (see section 13, check-list point 3);
 - In the case of proposals from partnerships: written confirmation from each partner that they are willing to participate in the project and briefly describing their role;
2. The applicant's financial capacity for performing the required work must be confirmed by:
 - Declaration on honour (includes financial capacity to carry out the activity – see section 13, check-list point 3);
 - The applicant must provide proof of turnover in the last financial year at least equivalent to 100% of the grant requested;
 - Balance sheets from the last financial year.

7. Award criteria

The proposals which fulfil the eligibility and selection criteria will be awarded following a comparative assessment of all the proposals according to the following award criteria:

► Relevance of the proposal to the call (max 25 points)

Particular attention will be paid to:

- The degree to which the proposal effectively meets one or more of the three objectives and scope set out in section 3 above.
- Policy understanding and direct relevance of the proposal to the JMAP implementation
- Innovative value of the approach developed and/or very high degree of potential impact of the mainstreaming and/or degree of synergies enabled.

► Lasting impact and multiplier effect of the operation: the European added value (max 25 points)

Particular attention will be paid to:

- Potential impact at European level of the operation once funding has ended (sustainability)
- Potential for uptake or results' transfer to national, regional, local levels or to the EURES network. (transferability)
- Transnational dimension of the action proposed

► Methodology of the proposed work (max 25 points)

Particular attention will be paid to:

- Clarity and quality of the methodological aspects, work programme and timetable
- Quality of the proposed partnership, role and tasks distribution
- Quality and efficiency of the information dissemination
- Quality of the mechanism for ongoing monitoring and final evaluation

► The cost / efficiency of the operation (max 25 points)

Particular attention will be paid to:

- The degree to which the level of output and impact of the project is proportionate to the amount of the grant requested
- Evidence of sound financial management.
- Adequacy of resources allocated to the project (human and financial) in relation to the objectives foreseen.

8. Guide on how the activities shall be carried out

a) Requirements concerning equal opportunities

The PROGRESS Programme aimed at promoting gender mainstreaming in all its five policy sections and commissioned or supported activities. Consequently, the Beneficiary will take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of the proposed activities includes a gender perspective by considering systematically women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed.
- its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the action. This will in particular entail that where the Beneficiary organises training sessions, conference, issues publications or develops dedicated websites, people with disabilities have equal access to the facilities or the services provided.

Finally, the European Commission encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary shall foster an appropriate mix of people, whatever their ethnic origin, religions, age, and ability.

The Beneficiary will be required to detail in its activity report accompanying the request for the final instalment the steps and achievements it made towards meeting these requirements.

b) Publicity and information requirements

1.- As a matter of principle, with a view to favouring valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, the Beneficiary will be required to provide - either upon specific request or in any event with the final activity report - for each of the activities cofinanced under the present Call the following:

- Presentation of their key points in one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German. Other Community languages would be welcome even if not compulsory.
- And an executive summary in 5/6 pages in English, French and German.

2.- In accordance with the General conditions, the Beneficiary is under the obligation to acknowledge that the present activity has received the support of the Community in all documents and media produced, in particular final delivered outputs, related

reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of PROGRESS, the following formulation shall be used:

This (publication, conference, training session) is supported by the European Community Programme for Employment and Social Solidarity (2007-2013) managed by the Directorate General for Employment, social affairs and equal opportunities of the European Commission. This programme was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contributes to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS mission is to strengthen the EU contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To that effect, PROGRESS will be instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

For more information see:

http://ec.europa.eu/employment_social/progress/index_en.html

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"

With regard to publication and any communication plan linked to the present action/work programme, the Beneficiary will insert the European Union logo, and if any another logo developed for the employment and social solidarity fields.

c) Reporting requirements

PROGRESS will be implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing for these results, including setting clear desired results, implementing plans based upon these results and learning about 'what works' in the process;

- Seizing opportunities to work together whenever this helps achieve the results.

As a first step, a Strategic Framework for the implementation of PROGRESS has been developed in collaboration with Member states and organisations from the civil society. The Strategic Framework provides the framework for implementing PROGRESS, complemented by the Performance Measurement, which defines PROGRESS mandate, its long-term and specific outcomes. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website.

The Commission will in that context monitors the effect of PROGRESS supported or commissioned initiatives and considers how these initiatives contributes to PROGRESS outcomes as defined in the Strategic Framework. In that context, the Beneficiary will be asked to loyally work in close cooperation with the Commission and/or persons authorised by it to define their expected contributions and the set of performance measures against which their contribution will be assessed. The Beneficiary will be asked to collect and report on its own performance on a regular basis to the Commission and/or persons authorised by it. In addition, the Beneficiary will make available to the Commission and/or persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed and to give them the necessary rights of access.

9. Financial conditions¹²

- The Community's financial contribution will not exceed **75% of the total eligible costs** of the activities involved. Sources of co-financing can be public or private.
- Only costs directly linked to the performance of the action will be accepted. Contributions in kind are not eligible. For further details concerning eligibility of costs, including the regime applicable to staff costs, see the **Financial Guidelines for Applicants**.

10. Start date and duration of projects

The projects should start after signature of grant agreements, expected within four months of the date of submission. Duration of each project is 24 months maximum, unless specific circumstances require longer duration (to be justified).

¹² For detailed provisions on Community grants, please refer to Title VI of the Council Regulation 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (http://ec.europa.eu/budget/documents/implement_control_en.htm).

11. Date for submission

The proposals must be submitted electronically on line **and** sent by post to the Commission **not later than 24/06/2008**.

12. Practical modalities

Applicants are invited to fill in the application form and present the project proposal preferably in **English, French or German**, in order to facilitate the treatment of the proposals and carry through the evaluation as soon as possible. However, it should be noted that proposals in other Community languages will be accepted.

The **Application form, the Financial Guidelines for Applicants** and further information related to the call for proposals is provided on the following website: http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm

Questions can also be sent by e-mail to empl-d3-unit@ec.europa.eu

The Application form is an electronic form which must be filled in online. Annexes, which are compulsory, must be also filled in and uploaded online (see part E of the online Application form). For this purpose, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. You can access to SWIM at the web site <https://webgate.ec.europa.eu/swim/displayWelcome.do>

Before starting, please read carefully the "User's guide", which you will find at the top of the page ("Help on SWIM").

Applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate to the addresses cited below **by 24/06/2008** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date) and proposals submitted after this date will not be eligible:

- a) by post to the following postal address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D3-Employment Services, Mobility – Call for proposals VP/2008/014
Archives-Courier service J27 0/115
B-1049 Brussels

- b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service **by 16.00 hours on 24/06/2008** at the latest to the following address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D3- Employment Services, Mobility – Call for proposals VP/2008/014
Central Courier Service

Avenue du Bourget, 1
1140 Evere

Failure to submit the application by post and online by 24/06/2008 will entail the ineligibility of the request for subsidy. Complementary documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation. Please do make sure that the full set of the application form and all accompanying documents as listed above are included in your sending by post by the closing date.

Incomplete or unsigned application forms, hand-written forms and those sent by fax, will not be taken into consideration.

The **Financial Guidelines for Applicants** annexed to the present call for proposals provide more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein together with the **Financial Guidelines for Applicants** provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities that have been set for the call.

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

- Follow the order of documents as listed in the checklist (Point 13 below);
- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

13. Checklist of the required documents to accompany your application

Please send in the following documents **in triplicate** (original + two copies). The Application form must be submitted also **electronically**.

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 folders (please do not bind or glue).

	Document	Check
1	Original letter of application quoting the reference of the call (VP/2008/014) duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>
2	Print-out of the online Application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative of the applicant organisation. NOTE: The electronic form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible	<input type="checkbox"/>
3	Printed version of Annex E1: Declaration on honour on compliance with	<input type="checkbox"/>

	Document	Check
	Articles 93, 94 and 96 of the Financial Regulation, duly filled in, dated and signed by the legal representative of the applicant organisation.	
4	Printed version of Annex E2: CO-funding commitments signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution.	<input type="checkbox"/>
5	Printed version of Annex E3: Financial identification form duly filled in, dated and signed by the legal representative of the applicant organisation and bearing the bank stamp and signature of the bank representative. The Financial identification form must correspond to the Legal entity form (see above).	<input type="checkbox"/>
6	Printed version of Annex E4 Legal entity form duly filled in and signed by the legal representative of the applicant organisation.	<input type="checkbox"/>
7	Description of the action (free format) dated and signed by the legal representative of the applicant organisation.	<input type="checkbox"/>
8	Work Programme of the project (free format) dated and signed by the legal representative of the applicant organisation, including a timetable linking months to activities and outputs.	<input type="checkbox"/>
9	Declaration of the project manager/coordinator certifying the competence of the team to carry out the required tasks.	<input type="checkbox"/>
10	Detailed CVs (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal..	<input type="checkbox"/>
11	The proof of turnover in the last financial year at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
12	A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed.	<input type="checkbox"/>
13	Annual balance sheet and profit and loss account for the last financial year, duly dated and signed by the legal representative of the applicant organisation (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
14	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>
15	Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation	<input type="checkbox"/>
16	Copy of a document confirming the applicant's tax or VAT number, if available.	<input type="checkbox"/>
17	For grant requests over € 500.000,00 or for organisations subject to statutory audit of their annual accounts, an external audit report produced by an approved auditor, certifying the last accounting exercise and assessing the financial viability of the applicant organisation.	<input type="checkbox"/>
18	Others any additional/optional annexes which you may wish to add, e.g. if you wish to provide longer answers to the questions concerning your project under heading B of the online application.	<input type="checkbox"/>

ANNEX - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

PROGRESS Ultimate Outcome

Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach