

<p style="text-align: center;"><b>SPECIFIC PROGRAMME "CIVIL JUSTICE" (2007-2013)</b> <b>CALL FOR PROPOSALS 2010-1</b> <b>SPECIFIC TRANSNATIONAL PROJECTS</b></p>
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## **1. INTRODUCTION**

On 25 September 2007, the European Parliament and the Council adopted Decision No 1149/2007/EC<sup>(1)</sup> establishing for the period 2007-2013 the Specific Programme "Civil Justice" as part of the General Programme 'Fundamental Rights and Justice', in order to contribute to the strengthening of the area of Freedom, Security and Justice over the period of 2007 - 2013.

## **2. SCOPE OF THE CALL**

This call for proposals aims at selecting specific transnational projects of EU interest to be co-funded by the European Commission within the framework of the Specific Programme "Civil Justice". Projects have to involve at least two EU Member States, with the exception of Denmark.

All projects submitted must be within the scope of the Civil Justice Specific Programme (2007-2013) and will be judged against the criteria set out in this call for proposals<sup>2</sup>.

The selected projects must enable progress to be made in attaining one or more of the four general objectives of the Programme. Only new projects will be eligible for support; projects that have begun before the deadline for the submission of applications for funding will not be eligible for co-financing.

Ideally, the projects are expected to commence shortly after the award of a grant (most likely towards the end of 2010 or at the beginning of 2011) and they may have a duration of up to 24 months.

## **3. PROGRAMME OBJECTIVES AND PRIORITIES**

The general priorities for 2010 are the areas of European **e-Justice** and **the training of legal practitioners**.

In the area of European e-Justice, emphasis will be given to support of best practices development through transnational pilot projects. Priority will be given also to projects related to the electronic application of recent legal instruments (e.g. Regulation No 861/2007 on small claims and Regulation No. 1896/2006 on the European payment order, as well as Directive 2008/52/EC on mediation).

All such projects must demonstrate how they contribute to the improvement of interoperability at European level and, where appropriate, explain how they are aligned with the objectives and architecture of the European e-Justice Portal. Where projects could reasonably be expected to be

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<sup>1</sup> OJ L 257, 3.10.2007, p. 16

<sup>2</sup> Please note that another specific call for proposals covers exclusively the area of the implementation of European competition rules (especially Art. 101 and 102 of the TFEU and State Aid rules, more information about this call can be found in the 2010 Annual Work Programme, as well as on the website of DG Competition).

integrated into the Portal for the benefit of 27 Member States and/or other target beneficiaries of the Portal, they must include a roadmap specifying how this could be done, and give cost and time estimates. Projects should proactively seek to dovetail with – or otherwise complement - the existing projects regarding technical, organisational and semantic interoperability in the field of e-Government.

All projects promoters must assess their project's sustainability in terms of how the results can be disseminated and describe how the achievements of the project can be maintained, improved and/or disseminated in the short to medium term.

The following four types of projects can be supported, based on each of the four general objectives of the Specific Programme:

**a) Projects aimed at promoting judicial cooperation in civil matters, with the aim of contributing to the creation of a genuine European area of justice in civil matters based on mutual recognition and mutual confidence.**

Scope:

Projects with this objective may consist of studies and research (including development of IT projects) or meetings and seminars, or a combination of them. Projects can cover any topic in the area of judicial cooperation in civil matters.

**Priority** will be given to projects focusing on the following topic:

Encouraging the development and use of electronic tools in the context of justice and on the basis of exchange of best practices. All projects will have to show how they contribute to the improvement of interoperability at European level. Such projects could relate to support to translation and the use of video-conferencing technology for communication in cross-border proceedings; networking of public registers (e.g. insolvency registers or land or business registers or registers of wills or civil status registers); development of e-Signature or e-Identity in the justice field, development of paperless procedures and interconnection of databases containing national legislation and/or case law of the Member States relevant for the application of mutual recognition and enforcement of judgments instruments.

**b) Projects aimed at promoting the elimination of obstacles to the good functioning of cross-border civil proceedings in the Member States**

Scope:

Projects with this objective may consist of training, studies and research, exchanges between judicial authorities and judicial cooperation networks, work experience placements, meetings and seminars, or a combination of these activities. The projects must have strong emphasis on practical solutions regarding actual cross border procedural difficulties.

**Priority** will be given to projects related to succession and wills and enforcement of decisions. Projects concerning the use of electronic tools in these fields will be encouraged.

**c) Projects aimed at improving the daily life of individuals and businesses by enabling them to assert their rights throughout the European Union, notably by fostering access to justice**

Scope:

Projects may consist of dissemination of information on access to justice, development of innovative practice and exchange of good practices regarding debt management, debt relief mechanisms and reconciliation between debtors and creditors, studies on quality criteria and

quality control mechanisms developed regarding debt collection agencies and professionals (including respect of rights and legitimate interests of debtors) and related exchange of good practices.

**Priority** will be given to projects focusing on information for individuals and businesses on access to justice in situations involving a cross-border element.

**d) Projects aimed at improving the contacts, exchange of information and networking between legal, judicial and administrative authorities and the legal professions, including by way of support of judicial training, with the aim of better mutual understanding among such authorities and professionals**

Scope:

**European judicial training** concerns initial and continuous training, whether theoretical or practical, of legal professionals such as judges, prosecutors, lawyers, solicitors, notaries, bailiffs, court judicial staff, members of judicial cooperation networks, etc. European judicial training should present one or more of the following aspects:

- judicial training sessions on EU legal instruments and policies organised in one MS and open to legal professionals from more than one Member State and fully advertised as such;
- training sessions organised at European level by structures dealing with judicial training, lawyers' associations, academic networks, etc. or organised on an ad-hoc basis;
- judicial training sessions organised in one or more Member State and using training modules about EU legislation developed or validated at European level for use in more than one member state;
- judicial training through the use of e-learning modules developed or validated at European level for use in more than one Member State.

Activities with this objective may include training, exchange activities, meetings and seminars, or, for a part, dissemination of results, or a combination of these activities.

The projects should consist of sustainable programmes which can be considered as part of a European training scheme, taking into consideration results of previous training projects where applicable, putting emphasis on development of re-usable methodologies, and dissemination of results.

**Priority** will be given to projects pertaining to:

- training for practitioners of justice in legislative instruments adopted on the basis of Article 67(4) of the Treaty on the Functioning of the European Union,<sup>3</sup> and in particular

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<sup>3</sup> Council Directive 2003/8/EC to improve access to justice in cross-border disputes by establishing minimum common rules relating to legal aid for such disputes, OJ L 26, 31.1.2003, p. 41.

Council Regulation (EC) No 1206/2001 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters, OJ L 174, 27.6.2001, p. 1.

Council Regulation (EC) No 44/2001 on jurisdiction and the recognition and enforcement of judgements in civil and commercial matters, OJ L 12, 16.1.2001 p.1.

Council Regulation (EC) 1346/2000 on insolvency proceedings, OJ L 160, 30.6.2000, p. 1.

European Parliament and Council Regulation (EC) No 805/2004 creating a European Enforcement Order for uncontested claims, OJ L 143, 30.4.2004.

Regulation (EC) No 1206/2001 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters; Regulation (EC) No 805/2004 creating a European Enforcement Order for uncontested claims; Regulation (EC) No 593/2008 on the law applicable to contractual obligations (Rome I), Directive 2008/52/EC on certain aspects of mediation in civil and commercial matters; Regulation (EC) No 1896/2006 creating a European order for payment procedure; Regulation (EC) No 861/2007 establishing a European Small Claims Procedure; Regulation No 864/2007 on the law applicable to non contractual obligations (Rome II); Regulation (EC) No 1393/2007 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents), and Council Regulation (EC) No 4/2009 on jurisdiction, applicable law, recognition and enforcement of decisions and cooperation in matters relating to maintenance obligations.

- training for the judges, central authorities and practitioners in the area of family mediation referred to in the parental responsibility Regulation (new Brussels II Regulation)<sup>4</sup> on the operation of this Regulation in relation to their judicial cooperation functions;
- promotion and training for practitioners of justice related to mediation techniques, with a view to developing mediation in cross-border cases;
- training for professions dealing with insolvency and debt management, with particular regard to the respect of fundamental rights and to reconciliation of interests of debtors and creditors;
- training to develop the use of e-Justice tools regarding cross-border electronic communication between judicial authorities, legal practitioners and parties to proceedings;
- development of appropriate training modules and methodologies for linguistic training of judges (including administrative judges);
- improving of the functioning of the European Judicial Network in civil and commercial matters and the functioning of national judicial cooperation networks.

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Council Regulation (EC) No 1348/2000 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters, OJ L 160, 30.6.2000, p. 37.

Regulation (EC) No 864/2007 of the European Parliament and of the Council on the law applicable to non-contractual obligations (Rome II), OJ L 199, 31.7.2007, p.40.

Regulation (EC) No 861/2007 of the European Parliament and the Council establishing a European Small Claims Procedure, OJ L 199, 31.7.2007, p.1.

Regulation (EC) No 1896/2006 of the European Parliament and the Council creating a European order for payment procedure, OJ L 399, 30.12.2006, p.1.

Regulation (EC) No 1393/2007 of the European Parliament and of the Council on the service in the Member states of judicial and extrajudicial documents in civil or commercial matters (service of documents), and repealing Council Regulation (EC) No 1348/2000, OJ L 324, 10.12.2007, p.79.

Regulation (EC) No 593/2008 of the European Parliament and of the Council on the law applicable to contractual obligations (Rome I), OJ L 177, 4.7.2008, p.6.

Directive 2008/52/EC of the European Parliament and of the Council on certain aspects of mediation in civil and commercial matters, OJ L 136, 21.5.2008, p.3.

<sup>4</sup> Council Regulation (EC) No 2201 of 27 November 2003 concerning jurisdiction and the recognition and enforcement of judgments in matrimonial matters and matters of parental responsibility, repealing Regulation (EC) No 1347/2000.

**NOTE:**

In 2010, the European Commission is seeking proposals for projects that address the priority areas described in this call. However, these priorities are merely indicative and projects submitted outside these priority areas will be considered on an equal footing.

#### **4. WHO MAY APPLY?**

- **Legal status:** institutions and public or private organisations, including professional organisations, universities, research institutes and legal and judicial training institutes for legal practitioners, international organisations and non-governmental organisations;
- **Origin:** they are based in one of the Member States of the European Union (with the exception of Denmark)<sup>5</sup>;

Target group: The participants and/or target group for the projects should be legal practitioners (including judges, prosecutors, advocates, solicitors, notaries, academic and scientific personnel, ministry officials, court officers, bailiffs, court interpreters and other professionals associated with the judiciary in the area of civil law), national authorities and citizens of the Union in general.

**NOTES:**

Applications from natural persons (private individuals) are not eligible.

The Programme is also open to the participation of organisations from acceding and candidate countries associated to the EU and the Western Balkan countries, but specific conditions for these countries must first be met before they can be funded (i.e.: these countries must have signed a memorandum of understanding in order to participate in the Programme and must have contributed to the Budget of the European Union). Under this call the specific conditions **are not met** and organisations from these countries therefore cannot apply (but they can be involved in project proposals of other applicants as associate partners on a non-funded basis, see below).

**If, before the deadline for submission of proposals, the required conditions are met by any one of these countries, a notification will be placed on the Civil Justice website informing applicants that organisations from such countries can participate as applicants.**

Projects may also involve organisations (on a non-funded basis) from Denmark and from other countries not participating in the Specific Programme "Civil Justice" as associate partners. Furthermore, projects may also involve legal practitioners from Denmark and from other countries not participating in the Specific Programme "Civil Justice" (on a funded basis, subject to specific conditions), where this clearly serves the aim of the project.

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<sup>5</sup> For the purposes of this point, the term "Member States" shall mean Member States with the exception of Denmark since, as mentioned in Recital 19 of the Decision n° 1149/2007/EC, Denmark did not take part in the adoption of the aforementioned Decision and is therefore not bound by it or subject to its application.

### ❖ **Partnership (if applicable)**

If the proposal is submitted by a partnership (applicant plus one or more partners), the organisation coordinating the project (applicant) will be required to put together a team of partners/associate partners (see below for the definition of these terms).

There must be only one grant application per project, and this should be presented by the coordinating organisation.

### ❖ **Applicant ('the beneficiary')**

The applicant organisation (coordinating organisation/lead organisation) is responsible for the project application to the Commission. If a grant is awarded, this organisation will be responsible for overall management of the project, coordination of the tasks, liaison with the Commission and management of the budget.

#### **NOTES:**

According to Article 114 of the Financial Regulation of the European Communities, potential applicants and partners may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in the Article 93(1) and 94 thereof and section 5.1 of the Call for Proposals. The "Declaration regarding exclusion criteria" is an obligatory part of the application and must be completed and signed by the applicant's legal representative.

An applicant may apply for support for several separate projects. In this case, separate applications should be submitted. Only one application is required for each project. In case more than one project is selected for funding, the applicant must demonstrate its technical and financial capacities to implement all of its selected projects. Applicants selected as the project coordinators may also participate as partners (co-beneficiaries) in projects submitted by other organisations.

### ❖ **Partners**

Partners may be the organisations and institutions eligible for EU funding which, in cooperation with the applicant (coordinating organisation), implement project activities as described in the grant agreement. The coordinating organisation and the partners share the relevant tasks and finance. Consequently, they must all be from countries eligible for the Specific Programme 'Civil Justice' at the time of submitting the application. Applicants' partners participate in the designing and implementing the action, and the costs they incur are eligible subject to the same conditions as those incurred directly by the grant beneficiary.

### ❖ **Associate partners**

Associate partners are not eligible for EU funding. Organisations from any third country may participate in project activities as associate partners.

**IMPORTANT NOTE:** the following types of action will not be funded by the Commission:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences or congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with the daily functioning of the applicant or its partners;

- actions supporting individual political parties;
- actions through which the beneficiaries use the budget of the project to award grants under their own procedures and authority to third parties.

## 5. EVALUATION OF PROPOSALS

The submitted proposals will be evaluated against exclusion, eligibility, selection and award criteria.

### 5.1 Exclusion criteria

Potential applicants and partners may not participate in calls for proposals or be awarded grants if they are in any of the following situations:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- f. they are currently subject to an administrative penalty referred to in Article 96(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as last amended by Council Regulation (EC) N° 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007), due to having been guilty of misrepresentation in supplying the information required by the contracting or grant awarding authority as a condition of participation in another grant or procurement procedure or failing to supply this information or due to having been declared to be in serious breach of their obligations under contracts covered by the budget.
- 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..

### 5.2 Eligibility criteria

Proposals will be declared ineligible if they do not respect one of the following criteria. If a grant application is declared ineligible, it will not be considered for evaluation.

- a) Projects may be submitted by institutions and public or private organisations, including professional organisations, universities, research institutes and legal and judicial training institutes for legal practitioners, international organisations and non-governmental organisations of the Member States<sup>6</sup>
- b) Projects must involve at least two Member States<sup>7</sup> or at least one Member State and a candidate/acceding country eligible to participate in the actions of the Programme<sup>8</sup>, whether they are working together to organise them or actually participating.
- c) The minimum amount of grant is €75 000, project proposals requesting a grant of less than €75 000 will be considered ineligible. The maximum grant that can be awarded is €500 000, project proposals requesting a higher amount will be considered ineligible. The maximum rate of co-financing by the Commission is 80%, proposals requesting more than 80% of eligible costs will be considered ineligible. The applicant must provide written proof of secured co-financing amounting at least to 20% of the total eligible costs of the project.
- d) Projects may have a duration of maximum 24 months.
- e) Projects which are eligible for financing must correspond to one of the four general objectives of the Specific Programme.
- f) The audience targeted by the proposal: the participants and/or target group of beneficiaries of the projects should be legal practitioners, including judges, prosecutors, advocates, solicitors, notaries, academic and scientific personnel, ministry officials, court officers, bailiffs, court interpreters, members of judicial cooperation networks and other professionals associated with the judiciary in the area of civil law, national authorities and citizens of the Union in general.
- g) Only requests submitted on the standard request form, signed and accompanied by the annexes required in the call for proposals, will be taken into account. Any alterations made to the form will disqualify the application.
- h) The form should be completed in full, in one of the European Union's official languages. It must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant.
- i) Requests must be presented within the time allowed by the call for proposals.

### 5.3 Selection criteria

The selection criteria will be the basis for assessing the applicant's ability to complete the proposed activity programme. The applicant must:

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<sup>6</sup> For information about the possible participation of other countries, please see notes in Section 4 of this call.

<sup>7</sup> For the purposes of this point, the term "Member States" shall mean Member States with the exception of Denmark since, as mentioned in Recital 19 of the Decision N°1149/2007/EC, Denmark did not take part in the adoption of the aforementioned Decision and is therefore not bound by it or subject to its application.

<sup>8</sup> Participation of acceding countries and candidate countries is subject to compliance with the conditions specified in the legal base (Art. 5 (1))

- have the **operational capacity** required to complete the proposed action (assessed on the basis of CVs of the key staff involved in the project, the activity reports and other documents submitted by the applicant as evidence of its know-how);
- have the **financial capacity** to implement the proposed action (assessed on the basis of the applicant organisation's financial results in previous years and of the resources available to it for co-financing the project and for financing all project-related expenditure up to payment of the Commission's contribution)<sup>9</sup>.

Only proposals which satisfy the selection criteria will be further examined.

#### **5.4 Award criteria**

Only proposals meeting the selection criteria described above will be subject to in-depth evaluation. The evaluation will be carried out according to the following criteria. Each criterion will be assessed against the maximum number of points indicated below, the maximum total for all the award criteria together being **100 points**:

- a) Relevance to the objectives of Specific Programme Civil Justice and complementarity with other European Union activities, avoiding duplication or overlap with projects funded by other EU programmes. Capacity of the project to attain the relevant objective(of Specific Programme Civil Justice), particularly in terms of the relevance of the expected results and practical impact. **(15 points)**
- b) Quality of the proposed action in terms of its design, organisation, presentation and expected results. **(30 points)**
- c) Amount requested (as grant from the EU) in terms of its appropriateness in relation to expected results. **(15 points)**
- d) Geographical scope of the project in terms of partners, participants and target group and/or its added value at European level. **(15 points)**
- e) Sustainability of the project, i.e. likely impact of the expected results, measures planned for the dissemination of the results and to ensure adequate follow-up of project outputs. **(25 points)**

In order to be taken into consideration for the award of a grant, project proposals must achieve a total score of at least 60 points.

Once the evaluation procedure is completed, including receipt of the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken, including reasons for rejection, and of the next steps. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

## **6. BUDGET AND FINANCIAL ASPECTS**

### **6.1 Budgetary information**

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<sup>9</sup>Please note that the verification of financial capacity is not carried out for public bodies and international organisations.

In 2010, the indicative budget available for specific transnational projects is €4.250.000<sup>10</sup>.

The minimum amount for a grant is €75.000; project proposals requesting a grant of less than €75.000 will be considered ineligible. The maximum grant that can be awarded is €500.000; project proposals requesting a higher amount will be considered ineligible.

## 6.2 General provisions

- The EU's financial contribution may not exceed 80 % of the total direct eligible costs of the action; proposals requesting more than 80% of eligible costs will be considered ineligible. A minimum of 20 % of the total eligible costs must therefore be provided as co-financing, either by the applicant organisation and/or partners (co-beneficiaries) if applicable, or by another donor. Evidence should be provided by the applicants that the funding is secured<sup>10</sup>, and the applicant must submit budget estimates in Euro, in which revenue and expenditure are in balance. The rules on eligible costs are described in the standard grant agreement. Contributions in kind are not accepted as co-financing.
- Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project.
- Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.
- Co-financing of a project under the Programme cannot be combined with any other co-financing by another programme financed by the budget of the European Union.
- As a general rule, selected projects will begin once the grant agreement is signed by both parties or on an agreed specific date given in the agreement. Expenditure is eligible from the date given in the grant agreement. Any costs incurred before the agreement is signed are at the risk of the applicant and may not be eligible<sup>11</sup>.
- Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the agreement does not reveal problems requiring significant changes to the budget. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased. It is therefore in the applicant's interest to provide a realistic and cost-effective budget with their grant application. As for the terms and conditions of the grant agreement to be concluded with the beneficiaries, a model is published on the website of DG JLS, together with other documents relevant for the applicants under this call. However, the actual grant agreement that will be proposed to each beneficiary will depend on the structure of the project at hand (and – where applicable - the working arrangements between the applicant and the partners).

## 6.3 Payment procedures

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<sup>10</sup> secured in the sense of being pledged by the applicant, a partner or any donor (in writing through the co-financing declaration form, or through signature of the budget form when it comes to co-financing provided by the applicant himself) with the sole condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution "unsecured". For co-financing from public authorities, an additional condition of compliance with the relevant national budgetary regulations may be accepted.

<sup>11</sup> The eligibility of such costs is governed by the provisions of Art. 112 of the Financial Regulation of the European Communities.

- As a general rule, the grant is provided in two instalments: a pre-financing payment on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.
- The pre-financing payment of 80 % of the Commission's contribution will be paid within 45 days of the signature of the grant agreement. The balance will be paid once the Commission has accepted the final report and financial accounts.
- At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs.
- Sums due shall be paid by the Commission within no more than forty-five calendar days for the pre-financing and ninety calendar days for the final payment. On expiry of the time-limit, the creditor shall be entitled to late payment interest.

## **7. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION**

### **7.1 Deadline for submitting applications**

Applications have to be submitted electronically via the Priamos system by **1 September 2010, 14:00 CET**. The Priamos system will not accept any application after the deadline. Applications submitted after the deadline will be automatically rejected.

Applicants should make sure that all electronic files are readable and are not corrupted and that their applications are complete.

In the case of multiple submissions (repeated submission of the same project proposal by the same applicant), only the latest submission will be considered (and therefore must be complete, i.e. contain all the elements mentioned in section 7.2 below). No applications (partial or whole) sent by fax, e-mail, registered mail, courier service, hand delivery, or any other way will be considered.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant may be requested to provide a paper copy of the application (printed out at the moment of submitting it via the Priamos system) and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will lead to disqualification of the project proposal concerned.

### **7.2 Content of Applications**

Applications under this call for proposals must contain the following elements (using standard forms provided on [http://ec.europa.eu/justice\\_home/funding/civil/funding\\_civil\\_en.htm](http://ec.europa.eu/justice_home/funding/civil/funding_civil_en.htm), duly completed and signed wherever applicable):

**The applicants are strongly recommended prior to preparing their application to also read the "Guide for submitting a grant application the content of which are an integral part of this call notice and the conditions contained therein are used as part of the evaluation process.**

Please use the templates provided by the Commission:

I. Application form

II. Annexes:

1. Technical Annex

1a **Project Timetable:** The applicant is required to present a timetable in the form of a GANNTT chart (excel format) broken down into activities as described in the technical annex

2.a Partner declaration form (if applicable, one form per partner)

2.b Associate partner declaration form (if applicable, one form per associate partner)

3. Co-financing declaration form(s)

4. Budget form

5. Financial identification form

6. Legal entity form (from applicant and each partner)

7. Curriculum vitae of key staff performing the work in connection with the project

8. Applicant's article of association or statutes, as relevant (please provide your own template)

9. Certificate of legal registration of applicant organisation

*\*The following documents (10, 11, 12) are not requested from public bodies:*

10. Financial statements or equivalent reports (e.g. balance sheet, profit and loss statements, most recent audit report by independent authorised firm of auditors etc.) that demonstrate the applicants' financial capacity;

11. List of members of the Board of Directors or executive officers;

12. Annual technical/narrative report of the applicant organisation for the previous year.

**NOTE:**

The details and the explanations concerning the annexes to be provided by the applicant are available in the guide for submitting a grant application form.

The forms necessary for the grant application, its annexes, the "**Guide for submitting a Grant Application**" and the relevant links can be accessed from the Specific Programme Civil Justice 2007-2013 website at the following address:

[http://ec.europa.eu/justice\\_home/funding/civil/funding\\_civil\\_en.htm](http://ec.europa.eu/justice_home/funding/civil/funding_civil_en.htm)

The Commission may contact applicants to request additional information at any time prior to taking its decision. Failures to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts

an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

### **7.3 Where to get further information**

Directorate General Justice, Freedom and Security website:

[http://ec.europa.eu/dgs/justice\\_home/index\\_en.htm](http://ec.europa.eu/dgs/justice_home/index_en.htm)

The Specific Programme Civil Justice website:

[http://ec.europa.eu/justice\\_home/funding/civil/funding\\_civil\\_en.htm](http://ec.europa.eu/justice_home/funding/civil/funding_civil_en.htm)

FAQs document:

Questions that may be relevant to other applicants, together with the answers, will be published on the internet on the Civil Justice website. The applicants should regularly consult this website until the deadline for submission of applications.

### **7.4 Helpdesk**

Questions may be sent by e-mail to the address below:

[JLS-FRAMEWORK-CIVIL@ec.europa.eu](mailto:JLS-FRAMEWORK-CIVIL@ec.europa.eu)

The Commission shall reply according to the Code of good administrative behaviour within 15 working days of receipt of the question.

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

### **7.5 Approximate Timetable**

The indicative schedule of this call for proposals will most probably be as follows:

For 2010, the schedule of calls for proposals will most probably be as follows:

Publication of the call for proposals on the Commission website:	Q2 2010
Deadline for submission of proposals:	1 Sept. 2010
Opinion of the Programme Committee:	Q4 2010
Commission Decision:	Q4 2010
Commitments and grant agreements:	Q1 2011
Projects' starting date (at the earliest):	Q1 2011

## **8. EX-POST PUBLICITY**

All grants signed in the course of a financial year must be published on the Internet site of the EU institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union.

The following will be published with the agreement of the beneficiary:

1. the name and address of the beneficiaries;

2. the subject of the grant;
3. the amount awarded and rate of funding of the total eligible costs of the operational work programme.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

## **9. DATA PROTECTION**

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Your replies to the questions in this application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the EU grant programme concerned. On request, you may be requested to send personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

## **10. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE**

Applicants are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.