



CEI COOPERATION FUND CALL FOR PROPOSALS 2014

Date of publication on www.cei.int : 27 March 2014

Deadline for application submission: 27 May 2014 12:00:00 CEST (GMT+2) midday Trieste time

APPLICANTS NEED TO CAREFULLY OBSERVE THE CRITERIA AND OBLIGATIONS SET BY THIS CALL BEFORE SUBMITTING THEIR PROPOSALS. REJECTION CLAUSES WILL APPLY AUTOMATICALLY AS EXPLAINED OVER THE TEXT.

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1. BACKGROUND AND PRIMARY OBJECTIVES

The CEI Cooperation Fund co-finances CEI Cooperation Activities aimed at strengthening cooperation among CEI Member States. CEI Cooperation Activities are organised by institutions of CEI Member States in order to implement the strategic goals and main objectives set by the CEI Guidelines and Rules of Procedure and by the CEI Plan of Action. CEI Cooperation Activities are aimed at capacity building by transferring and sharing know-how, in particular from EU CEI Member States to non-EU CEI Member States, and exchanging experiences and good practice among all CEI Member States by favouring mobility and networking.

2. AREAS OF INTERVENTION

CEI Cooperation Activities shall be organised in the areas of intervention – and related priorities – as outlined in the CEI Plan of Action 2014-2016. The Plan of Action is available for consultation and ready reference within the CEI website at http://www.cei.int/sites/default/files/attachments/publications/plan_of_action_2014-2016_final.pdf

3. SUBMISSION PROCEDURE

3.1. FORMAT

The Application Form (*CF Call 2014_Application Form_TEMPLATE.docx*) shall be downloaded from the CEI website at <http://www.cei.int/content/cooperation-activities?tab=1>

The Application Package to be submitted to the CEI shall consist of:

- the Word file outlining the main features of the activity, its budget and co-financing scheme;
- the PDF version of the Application carrying the signature and stamp of the Applicant's institution on the last page;
- the official proof of registration (see 6.2. page 4).

The Application Form shall be filled-in in all its parts, incomplete Applications will be automatically rejected. Application forms from past Calls as well as incomplete packages will be automatically rejected.

3.2. DEADLINE

Applications shall be submitted by the deadline of **27 May 2014 12:00:00 CEST (GMT+2) midday Trieste time** carrying as subject of the email the indication *CF Call 2014 – Country – Short title of the Cooperation Activity* to be filled-in as appropriate. Applications submitted after the deadline will be automatically rejected.

3.3. EMAIL ADDRESS FOR SUBMISSION

Applications shall be forwarded exclusively by email to the CEI Secretariat to applications.coopfund@cei.int The CEI National Coordinator of the country of the Applicant institution shall be put in copy to the submission email (see the contact list at <http://www.cei.int/contacts/National%2BCo-ordinators>). If the CEI National Coordinator of the Applicant's country is not put in copy in the submission email, the Application will be automatically rejected.

International/regional organisations shall forward applications directly to applications.coopfund@cei.int

Upon receipt of the submission email, the Secretariat will assign a Reference Number to the Application and notify the Applicant by email as appropriate. Applicants will need to keep the Reference Number for monitoring the acknowledgment phase (publication of the shortlisted applications on the CEI website).

Under this Call for Proposals the Applicant institution can submit only one Application Form. Should an Applicant institution submit more than one Application, all the Applications submitted will be rejected. Furthermore, should an Applicant be partner/beneficiary in Applications different from that submitted by it, the Secretariat reserves the right to reject this other application or to exclude the concerned partner/beneficiary.

Applicants to the CEI Cooperation Fund cannot submit to any other CEI Fund and Instrument applications for activities which may be directly/indirectly connected with the Cooperation Activity they applied for. Should this be the case, the Application will be rejected or the awarded contribution withdrawn.

4. BUDGET OF THE CALL

The overall indicative amount made available under this Call for Proposals is four hundred thousand Euros (400.000 EUR) that will be made available by the CEI Cooperation Fund which is financed by all CEI Member States. The CEI reserves the right not to award all available funds.

5. SIZE OF POTENTIAL CEI CONTRIBUTION

Applicants can request a CEI contribution up to the maximum amount of fifteen thousand Euros (15.000 EUR). Any Application requesting more than the above-mentioned ceiling will be automatically rejected. The CEI contribution cannot exceed 50% of the total cost of a given Cooperation Activity. Applications which are not meeting this condition will be automatically rejected. The balance must be financed from the Applicants' own resources or from other sources. The CEI reserves the right not to award the entire requested contribution to a given Cooperation Activity.

Only Applications reaching a *good* (61-80) or *very good* (81-100) total score according to the evaluation grid below are eligible to proceed to the possible allocation of CEI co-financing.

6. ELIGIBILITY CRITERIA

The Applications shall fulfil the following eligibility criteria:

- Compliance to the CEI Plan of Action
- Eligibility of Applicants
- Eligibility of activity/ies foreseen in the Application
- Eligibility of the expenses and ceiling of the requested CEI contribution

6.1. COMPLIANCE TO THE CEI PLAN OF ACTION

The Application should mainly refer to one of the areas of intervention and respective priorities (see chapter 2) as specified in the CEI Plan of Action 2014-2016. Activities which are not in line with the Plan of Action and/or with the proposed area of intervention and respective priorities will be automatically rejected. While interdisciplinarity is considered an asset, multiple references to the Plan of Action should be avoided.

6.2. ELIGIBLE APPLICANTS

All public and private entities registered in CEI Member States as well as international/regional organisations can apply. All Applicants shall refer to their legal status within the Application Form, referring to the relevant legislation or act as appropriate. Non-Governmental and Civil Society Organisations as well as private entities shall annex an official proof of registration to the Application Form with a courtesy translation into English.

6.3. ELIGIBLE ACTIVITIES

CEI Cooperation Activities can take the form of conferences, seminars, workshops, and other types of meetings, training activities as well as preparation of studies and analysis. Other types of activities meeting the primary objectives can also be taken into consideration.

Applications organised over multiple activities are admissible but Applicants shall request the CEI support only for one defined portion/event of the programme falling into the calendar year 2015.

During the evaluation there will be no preference given to one type of activity over the other: apart from compliance to the CEI Rules for Allocation of Resources and accuracy in providing comprehensive information over the proposed activity, the extent and quality of regional cooperation in these activities will be taken into consideration as well as the added value with respect to European integration.

Regardless the type of activity proposed, Applicants should pay the utmost attention to the aspects related to participation of attendees of from the CEI region and to knowledge and experience sharing, which shall represent the main focus of CEI Cooperation Activities. Applicants shall pay particular attention to the respect of the participation quorum (CEI Rule A5) in the proposed activities: the quorum applies to both participants and speakers. The participation scheme shall prove the regional character of the event and therefore it is requested that at least a 20% of attendees come from other CEI Member States than the organising country and preferably from non-EU CEI member countries.

6.4. ELIGIBLE EXPENSES

The budget lines that are eligible to be reimbursed by the CEI contribution – which should focus on participation of attendees from the CEI region – are the following:

- Travel and accommodation expenses of participants and speakers from CEI Member States. Local participants from the country of the organising institution are admitted to CEI reimbursement exclusively in activities organised by non-EU CEI Member States and taking place in the same member country. Please note that a participant and/or speaker is classified as CEI when he/she permanently depends on and officially represents a sending institution based/registered in a CEI country. Nationals of CEI countries living or working for institutions outside the CEI region cannot be classified as 'CEI participants / speakers'.
- Local transport costs connected to the event, including airport transfers as appropriate.
- Subsistence costs of foreign participants during the event (meals, coffee breaks and refreshments) up to a reasonable share and not more than 50% of the budget line.
- Social programmes connected to the activity, including costs of site visits disciplinarily relevant to the activities, up to a reasonable proportion and amount and not more than 20% of the budget line.
- Printing and text translation exclusively from/to English - text translation is admitted in very special cases only when a concrete added value is proven as the working language of the CEI is English.
- Conference kits (pens, notepads, folders, bags) up to a limited proportion and amount and not more than 20% of the budget line.
- Conference venue (hall and audio-visual equipment rent).
- Fees for speakers from CEI member countries and preferably from non-EU CEI member countries up to a reasonable percentage of the overall participation expenses.

In case Applicants find it difficult to ensure the attendance of CEI participants and speakers as outlined in their Application Form they are invited to contact CEI National Coordinators and/or Focal Points and seek their assistance in identifying qualified representatives to be invited.

6.5. NON ELIGIBLE EXPENSES

The CEI contribution does not reimburse organisational or administrative costs (including human resources of the organising institution and all related mission costs in preparation of and during the activity, overheads, bank fees, courier or postage expenses, website...), non CEI participants, speakers or other attendees, translations from/to languages both different from English, purchase of materials and equipment, registration fees, in-kind contributions. Simultaneous interpretation costs and the rent of the related equipment are not eligible to CEI reimbursement either.

6.6. EXCHANGE RATE FLUCTUATIONS

The budget of the Application Form shall be outlined in Euro. The Applicant is entirely responsible of the calculations leading to the outlined budget estimate including currency conversions and local taxes and levies. The CEI is not responsible of or reimbursing currency rate variations and cannot be charged with potential shortages or financial consequences of exchange rate fluctuations and underestimation or disregard of national fiscal regulations by the Applicant. Budget calculations in countries which are outside the Euro zone can take as basis the exchange rate of the National Bank of their country on the day of submitting the Application.

The CEI contribution is transferred in Euro. Bank transfers to accounts in a local currency are likely to be automatically converted by the recipient's bank to the currency of the account, using the exchange rate of the date of transaction. In any such cases, the CEI will not be responsible of any possible depreciation of the transferred tranches of the CEI contribution.

7. IMPLEMENTATION PERIOD

The activities within this Call shall be implemented from 1 January to 31 December 2015. In activities being carried out over longer implementation periods a possible CEI contribution can be approved only for a portion being implemented in the year 2015. The exact date and venue of the proposed activity shall be referred to in the Application Form, generic information is not acceptable.

8. LOCATION

CEI Cooperation Activities should take place in CEI Member States.

9. DEADLINES FOR ACCOUNTS' SUBMISSION

In case a CEI contribution is awarded to a Cooperation Activity, the Applicant shall submit a detailed documented report about the activity co-financed by the Cooperation Fund within 90 days from the completion of the said activity. In case an activity is postponed (within the eligible implementation period and subject to the Secretariat's approval in accordance with Rule A12) or cancelled for any reason, the Applicant shall communicate it to the Secretariat as soon as possible and in any case at least 15 days before the envisaged implementation date stated in the Application Form. In any such case in which an Advance Payment has been already transferred to the Applicant, the entire amount shall be transferred back to the CEI Secretariat within the next 30 days.

10. INDICATIVE TIMETABLE FOR THE EVALUATION OF APPLICATIONS

- Deadline for submission of Applications: **27 May 2014 12:00:00 CEST (GMT+2) midday Trieste time**
- Administrative and Eligibility Check: **until mid-June 2014**
- Acknowledging shortlisted Applicants (qualified; rejected) by publication on CEI website: **by end of June 2014**
- Evaluation of Applications: **July-September 2014**
- Co-financing awarding: **October-December 2014** with direct communication to Applicants.

11. AMENDMENTS TO THE CALL

Up to fifteen (15) days before the deadline for submission of Applications the CEI reserves the right to amend the present Call for Proposals by issuing addenda. Any addendum issued will become an integral part of the Call for Proposals upon being published at the following link <http://www.cei.int/content/cooperation-activities>

12. QUESTIONS

Any question regarding the Call for Proposals shall be addressed – up to fifteen (15) days before the deadline for submission – exclusively in written form by email to applications.coopfund@cei.int quoting as subject *CF Call 2014 – Questions*. The Secretariat reserves the right to reply within a week's time.

13. ASSESSMENT GRIDS

In compliance with a criterion of full transparency and in order to help Applicants in an effective compilation of the Application Form, the assessment grids for evaluation of applications are provided below.

ADMINISTRATIVE AND ELIGIBILITY CHECK	YES/NO/PARTLY
Submission	
Has the Applicant respected the submission deadline?	
Was the Application submitted to the correct recipients (CEI email; National Coordinator)?	
Has the Applicant submitted only one application within the Call?	
Is the Application filled-in correctly in all its parts?	
Compliance	
Is the Applicant eligible?	
Is the type of activity eligible?	

Is the activity in line with the objectives of the Call?	
Is the activity in line with the Plan of Action, the areas of intervention and the respective priorities?	
Is the implementation date in line with the Call?	
Is the participation quorum and percentage respected?	
Is the budget clear and the requested CEI contribution in line with the CEI Rules?	
Is the amount of the requested CEI contribution in line with the Call?	
Past experience	
Has the Applicant already applied for or obtained any CEI contribution?	
In case of recurring applications, is the CEI past experience with the Applicant positive?	

EVALUATION GRID	SCORE ¹
1. Relevance to the Plan of Action	/ 10
To which extent does the proposed activity comply with the priorities set by CEI Plan of Action?	
To which extent does the proposal meet with the needs of the targeted beneficiaries?	
2. Quality of the information	/ 5
Is the information reported in the Application Form satisfactory?	
3. Applicant's operational capacity	/ 15
Applicant's expertise and past experience	
Partners' expertise and past experience	
Partnership structure	
4. Participation	/ 10
Is the Applicant meeting the participation quorum and percentage? ²	
To which extent is the participation scheme in compliance with the regional character requested to Cooperation Activities?	
5. Impact and sustainability	/ 10
To which extent is the proposed activity suitable of contributing to meeting the envisaged goals?	
To which extent is the proposed activity likely to have a follow-up?	
6. Cost effectiveness and budget coherence	/ 15
To which extent is the budget clear, consistent and detailed?	
To which extent is the proposed budget sound and cost-effective?	
To which extent is the envisaged co-financing scheme sound and effective?	
7. Results/objectives	/ 20
Is the proposed activity likely to have an appropriate, practical and consistent outcome?	
Does the activity contain objectively verifiable indicators for measuring the expected outcome?	
Impact of the activity on regional cooperation	
Impact of the activity on European integration	
8. Visibility, dissemination and promotion	/ 15
Is the envisaged CEI visibility adequate?	
What is the quality of the promotional activities related to the action?	
What is the impact of the envisaged post-implementation dissemination scheme?	
TOTAL	/ 100

Comments

Final Score

00-20 not acceptable | 21-40 insufficient | 41-60 acceptable | 61-80 good | 81-100 very good

¹ **Score:** Very good (5), good (4), acceptable (3), insufficient (2), not acceptable (1). Only Applications reaching a *good* (61-80) or *very good* (81-100) total score according to the evaluation grid below are eligible to receive possible CEI co-financing.

² **Score:** All CEI Member States (5); more than two-thirds of CEI Member States (4); respecting the half-plus-one quorum (3); below the half-plus-one quorum (2); minimum allowed quorum (1)