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(Announcements)

ADMINISTRATIVE PROCEDURES

COMMISSION

CALL FOR PROPOSALS

**‘Support for information measures relating to the common agricultural policy’
Implementation of specific measures under budget heading 05 08 06 for 2008**

(2007/C 238/08)

1. INTRODUCTION

This call for proposals is based on Council Regulation (EC) No 814/2000 of 17 April 2000 on information measures relating to the common agricultural policy ⁽¹⁾ which defines the type and content of the measures the Community may finance. Commission Regulation (EC) No 2208/2002 ⁽²⁾, modified by Regulation (EC) No 1820/2004 ⁽³⁾, lays down detailed rules for the application of Regulation (EC) No 814/2000.

It specifies the priority topics and measures and the deadlines for submitting applications and commencing the measures concerned.

This is a call for proposals for funding specific information measures only as described under Article 2(1)(b) of Regulation (EC) 814/2000 from appropriations in the 2008 budget. As specified in Article 4(2) of Regulation (EC) No 2208/2002, applicants for these measures shall be legal persons legally constituted in a Member State for at least two years.

2. PRIORITIES AND OBJECTIVES FOR 2008

2.1. Priorities

Under this call for proposals the Commission wishes to give priority to:

— communicating the reformed common agricultural policy (CAP) and its emphasis on decoupling, cross compliance and

rural development as a contribution to employment, competitiveness, growth and stability in EU-27 to the general public,

— discussing with agricultural stakeholders and the general public in rural areas the opportunities and benefits the two pillars of the CAP offer for the agricultural sector and for the balanced development of rural regions,

— communicating the reformed CAP as an essential contribution to reaching the Community’s objectives in international trade negotiations to the general public,

— raising the general public’s awareness on the CAP (including its rural development dimension) in Member States where according to the latest Eurobarometer survey ⁽⁴⁾ the general public’s awareness of the CAP is significantly below average (under 30 %). These Member States are: Bulgaria, Czech Republic, Denmark, Estonia, Spain, Hungary, Latvia, Malta and Romania,

— communicating the multifunctional role of EU farmers and its benefits to civil society in general to agricultural stakeholders and to the general public,

— discussing the possible medium and long term developments of the CAP with agricultural stakeholders and the general public.

⁽¹⁾ OJ L 100, 20.4.2000, p. 7.

⁽²⁾ OJ L 337, 13.12.2002, p. 21.

⁽³⁾ OJ L 320, 21.10.2004, p. 14.

⁽⁴⁾ Special Eurobarometer No 276: Europeans, Agriculture and the Common Agricultural Policy, p. 14.

2.2. Messages to be communicated

The Commission wishes to receive applications for information measures focusing on the following subjects:

- the reformed CAP contributes to the sustainable development of the agricultural sector, reinforces its market orientation and thereby strengthens its competitiveness,
- the CAP seeks to promote a responsible and sustainable agriculture that meets citizens and societal expectations beyond the strict boundaries of agriculture. The CAP recognises and promotes farmers' role as producers of quality food but also as purveyors of public goods which cannot be provided solely by the market: the preservation of a lively economic and social fabric in rural areas, environmental protection and preserved landscapes,
- the CAP fosters a rural development policy that supports growth and job creation in rural areas — both within and beyond the agricultural sector in a way that reinforces the economic, social and environmental fabric of our rural areas,
- the CAP supports a competitive and innovative agriculture that is responsive to the demands of international markets. At the same time, the emergence of a level-playing field at international level is also favourable to economic and social progress in developing countries,
- the role of agriculture as regards climate change and the contribution of biomass in fulfilling the energy roadmap of the Commission. These actions contribute to the sustainable development of biomass energy from wood, waste and agricultural crops in heating, electricity and transport, and offer new opportunities to farmers and forest holders,
- the reform of the Common Market Organisation for the fruit and vegetable sector encourages the adherence to and effectiveness of producer organisations and aims to encourage increased consumption of fruit & vegetables, in particular among children,
- the forthcoming reform of the Common Market Organisation for wine is designed on the basis of the overall objectives of the reformed CAP. This reform is aiming to ensure a long-term sustainable future for the wine sector.

It will be for applicants to demonstrate which channel or channels of communication they believe are most appropriate in this field for particular issues and particular target audiences, and why. They are also asked to submit a Media Plan for their proposed projects, which should include details of project implementation, message delivery and measurement of effectiveness. In preparing applications, applicants are requested to pay particular attention to the Media Plan.

2.3. Types of measures

Under this call for proposals the Commission wishes to receive applications for the following types of measures:

- complete information campaigns comprising several types of communication activities (for example, actions combining presence at fairs with conferences and audiovisual productions),
- mobile seminars running across the countryside,
- TV and radio programmes (such as documentaries, talk shows, etc.),
- actions targeting schools and universities,
- conferences and seminars, especially in rural areas,
- exchange information visits, especially between old and new Member States,
- workshops in rural areas targeted at information multipliers for farmers and potential beneficiaries of rural development measures,
- information stands at agricultural fairs that would foresee the presence of Commission officials and would distribute information material provided by the Commission and the national authorities,
- other types of measures, such as publications and web portals will only be considered if they are executed in one of the languages of the 12 new Member States.

The Commission will be looking for projects with high added value, in particular where different information activities are combined to create synergy. For example, a conference might be attended by delegates, televised at a later date and the issues raised published and disseminated, reported in local or regional press and posted on the Internet.

2.4. Target audiences

The target audiences for projects under this call for proposals are:

- the general public in the EU-27,
- the general public in rural areas,
- agricultural stakeholders, farmers and other potential beneficiaries of rural development measures.

Applicants should demonstrate how they are planning to reach the target audiences and whether their project proposal will target audiences in more than one country, and if so, which countries and by what means. The Commission will give priority to measures addressing the general public.

3. DEFINITIONS

Only applications for specific information measures as described under Article 2(1)(b) of Regulation (EC) No 814/2000 will be admitted under this call for proposals.

A specific information measure is a self-contained and coherent information event organised on the basis of a single budget. The activities included in such an event can range from a simple conference to a comprehensive information campaign covering several types of information activities (such as conferences, audiovisual productions and mobile workshops) carried out in various regions or even Member States. In the case of such campaigns, the different activities foreseen shall be interconnected, clear in their conceptual approach and the results to be achieved and the work schedule shall be appropriate with regard to the project goals and realistic. Measures shall be carried out in EU-27 and respect the time limits explained in point 4 below.

4. DURATION AND BUDGET

This call for proposals concerns specific information measures to be implemented (including preparation, implementation, follow-up and evaluation) between 1 June 2008 and 31 May 2009.

The total foreseen budget available for the measures to be carried out under this call for proposals is EUR 2 800 000. This amount will be distributed among the measures considered of highest quality, as described in Annex III, point 2. The Commission reserves the right to diminish this total available amount, as well as to award only part of it. The amount of grant requested from the Commission shall be between EUR 12 500 and EUR 100 000 per specific measure.

Eligible costs are defined in Annex IV. The contribution from the Commission to the selected measures is limited to 50 % of the total eligible costs excluding the staff costs. In addition to this amount, a flat rate amount for the staff costs will be paid. For measures of exceptional interest, this may rise up to 75 %. A measure will be recognised as being of exceptional interest as referred to in Article 7(2) of Regulation (EC) No 2208/2002 if:

1. it is carried out in one of the Member States listed in point 2.1 and addresses the general public;
2. it is of high technical quality and cost-efficiency;
3. its dissemination plan is such as to guarantee the dissemination of the information to the largest possible audience.

A measure will be proposed for a grant at a rate higher than 50 % if it is awarded at least 75 out of 100 points for award criteria (1) to (4) as set out in Annex III, point 2 by the evaluation committee.

No prefinancing will be allowed for the measures that have been awarded a grant under this call for proposals. Selecting an application does not commit the Commission to granting the full amount requested by the applicant. In no circumstances will the grant exceed the amount requested.

5. GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS

5.1. How to prepare an application

Each applicant may apply for only one specific measure per budget year.

Applications shall be drawn up by using the appropriate forms available at the following internet address:

http://ec.europa.eu/comm/agriculture/grants/capinfo/index_en.htm

Applicants may write their application in any of the official languages of the Community. Nevertheless, in order to facilitate a timely treatment of their application, applicants are encouraged to submit their application in English or French. If this is not possible, applicants should at least include a description of the specific measure in English or French.

The application shall contain the following documents:

- the application letter mentioning the title of the proposed information measure and the amount of grant requested, signed by the legally authorised representative within the applicant organisation,
- forms No 1 (information on the applicant), No 2 (information on the partners — if applicable), No 3 (information on suppliers/subcontractors — if applicable) and No 4 (detailed description of the specific measure) of the application,
- the detailed expenditure and income table of the budget of the proposed measure duly filled in and signed by the legally authorised representative within the applicant organisation,
- (if applicable) a description of the measure in English or French, if the application is filled in in a language other than English or French,
- all additional documents mentioned in Annex I (documents A to I).

5.2. When and to whom to send your application

Applicants shall send by 30 November 2007 one paper copy of their full application by registered post with acknowledgement of receipt (the postmark on the envelope being taken as proof of the date of sending) to the following address:

European Commission
Unit AGRI. K.1
Call for proposals 2007/C 238/08
For attention Mr H.-E. Barth
L130 4/148A
B-1049 Brussels

Applications must be submitted in a sealed envelope itself enclosed within a second sealed envelope. The inner envelope must bear, in addition to the name of the department to which it is addressed, as indicated in the call for proposals, the words 'Call for Proposals — Not to be opened by the mail service'. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

At the same time and no later than 24.00 h (Brussels time) on 30 November 2007, applicants will also send an electronic copy of their application, containing only the electronic version of the application letter, the forms 1-4 and the budget, identical to the ones sent by post, to the following e-mail address:

AGRI-GRANTS-APPLICATIONS-ONLY@ec.europa.eu

It is the applicants' responsibility to send their application complete and by the deadline. Applications sent after the deadline will be rejected as non-admissible.

6. PROCEDURE AND TIMETABLE

6.1. Receipt and registration of applications

The Commission will register your application and send you a confirmation of receipt by email with the number attributed to your application within 15 working days from the submission deadline.

6.2. Examination of admissibility and eligibility of applications and examination of the budgets of the applications

An *ad hoc* evaluation committee will proceed with the examination of admissibility and eligibility of applications. **Applications that do not fulfil the criteria set out in Annex II will be rejected.**

The committee will subsequently examine the exactness and completeness of the budgets of the eligible applications on the basis of the following criteria:

The budget of the proposed measures shall:

- contain both expenditure and income parts,
- be signed in both expenditure and income parts,
- have income and expenditure in balance. The expenditure side of the budget will show clearly the costs which are eligible for financing as indicated in Annex IV,
- indicate the detailed calculations and specifications used in drawing it up,
- be presented without VAT if the applicant is subject to VAT and entitled to deduct it,
- respect the scales drawn up by the Commission (available at the internet address mentioned in point 5.1) and contain all necessary information in case of subcontracting,

- include on the income part the direct contribution from the applicant, the requested Commission funding, and (if applicable) details of any contributions from other providers of funds, as well as all revenue generated by the project, including, where appropriate, the fees required of participants.

All admissible and eligible applications will be admitted to the next phase of evaluation.

6.3. Examination of technical and financial capacity of the applicants

During this phase the evaluation committee will examine the technical and financial capacity of the eligible applicants on the basis of the information provided in the application according to the criteria described in Annex III(1). If in doubt, the committee might ask for additional information from the applicants.

All applications that have passed this phase will be admitted to the next phase (evaluation in the light of award criteria).

6.4. Evaluation of applications in the light of the award criteria

During this phase, the committee will evaluate applications in the light of the award criteria explained in Annex III(2). Only applications having received at least 60 out of 100 available points (and at least 50 % of the points available for each criterion) during this phase will be proposed for a grant by the evaluation committee. Having received 60 out of 100 available points does not guarantee, however, that a measure will be awarded a grant. The Commission might raise the minimum acceptable rating in view of the number of successful applications and the budgetary resources available.

Applications having received less than 60 out of 100 available points or less than 50 % of the points available for each criterion will be rejected and the applicant will receive a written information giving the reasons for the rejection. If the grant requested is awarded, the beneficiary will receive a grant agreement, denominated in euros, specifying the conditions and level of financing, which may be inferior to the amount requested in the application.

The expected date for the end of the evaluation procedure is the 31 May 2008. The Commission services are not authorised to inform applicants on the status of the evaluation of their application before the award decision. For this reason, applicants are requested not to telephone or write to the Commission concerning the result of their application before the expected date mentioned above.

7. PUBLICITY

The beneficiaries will be under a contractual obligation to ensure, by all appropriate means and in accordance with the conditions laid down in the grant agreement, that the funding awarded to the information measure by the Commission is publicised during the life of the measure and acknowledged in any publications and permanent or ongoing publicity material subsequent to this and that the sole responsibility on the content of the measure lies with the author of the communication or publication, and that the Commission is not responsible for any use that may be made of the information contained therein. Evidence of this publicity shall be included in the final technical implementation reports.

If the beneficiary organisation does not comply with the aforementioned obligation, the Commission reserves the right to

reduce the grant amount allocated to the concerned measure or refuse completely the payment of the grant to the beneficiary.

8. PROTECTION OF PERSONAL DATA

The European Commission ensures that any personal data contained in the application are processed as required by 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 Community institutions and bodies and on the free movement of such data ⁽¹⁾. This applies in particular to the confidentiality and security of such data.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX I

ADDITIONAL DOCUMENTS REQUIRED IN ORDER TO APPLY FOR A GRANT

In order to be complete, applications shall include (in addition to the application form and the budget available from the web address mentioned in point 5.1 of this call for proposals) all the following additional documents. Applicants shall ensure that the documents are annexed in the order presented below.

Document	Description	Comments
Document A	Legal entity identification sheet (and all related supporting documents)	For all applicants. Model available from the web address mentioned in point 5.1 of this call for proposals
Document B	Financial identification sheet	For all applicants. Model available from the web address mentioned in point 5.1 of this call for proposals
Document C	Articles of association (statutes)	For all applicants that are not public bodies
Document D	Recent excerpt of the applicant's enrolment in the professional register provided for under the legislation of the Member State of establishment, or any other official document (such as official journal or register of companies) which shows clearly the applicant's name and address and the date of registration	For all applicants
Document E	Copy of the VAT registration document	For all applicants. If VAT is not recoverable the applicant shall annex a certificate from the VAT authority confirming this
Document F	Balance sheets and profit and loss accounts of the last two financial years for which the accounts have been closed, or any other document (such as bank certificate) proving the applicant's financial situation and their capacity to maintain their activity throughout the period in which the measure is being carried out	Not necessary for public bodies
Document G	Curriculum vitae of the staff that will carry out the preparation, implementation, follow-up and evaluation of the proposed measure	For all applicants and partners
Document H	Proof of the financial contributions from other providers of funds (including partners) to the measure proposed (which shall consist at least of an official attestation of financing from each of the expected providers mentioning the title of the measure and the amount to be contributed)	If applicable
Document I	Where the applicant intends to use suppliers/subcontractors and where the amount of all services to be rendered by one supplier/subcontractor exceeds EUR 10 000, the applicant will have to present at least three tenders, asked from 3 different companies and annex the tender chosen. Applicants will have to show that the supplier/subcontractor selected represents the best value for money and shall justify that choice where the tender selected is not the cheapest and fill in form No 3 of the application (information on suppliers/subcontractors)	If not already available at the time of application, this information shall be provided at the moment of submission of the final technical and financial implementation reports after the end of the measure. Failure to do so shall render the costs concerned ineligible. If a subcontractor has not been chosen at the time of the application, form No 3 shall however be filled in and at least describe the services to be subcontracted and the amount concerned

ANNEX II

ADMISSIBILITY, ELIGIBILITY AND EXCLUSION CRITERIA**1. ADMISSIBILITY AND ELIGIBILITY CRITERIA****(a) Eligibility criteria concerning the applicant:**

- The applicant shall be a legal person legally constituted in a Member State for at least two years. This shall be clearly shown in the application and the supporting documents. Applicants that have not been legally constituted in a Member State for at least two years, or fail to prove it, will be disqualified.

(b) Admissibility criteria concerning the application:

Applications under this call for proposals shall fulfil all the following criteria:

- they shall be submitted on 30 November 2007 by the latest (the postmark on the envelope being taken as proof of the date of sending),
- they shall be drawn up using the original forms available for download from the Internet address mentioned in point 5.1 for the application and budget,
- they shall be written in one of the official languages of the Community,
- the letter of the application shall mention the title of the measure and the amount of grant requested and shall be signed by the legally authorised representative within the applicant organisation,
- applicants are allowed to submit only one application per budget year.

All applications that do not fulfil one or more of the above criteria will be automatically rejected as non-admissible.

(c) Eligibility criteria concerning the application:

- It shall contain all documents listed in Annex I of this call for proposals.
- The amount of grant requested from the Commission (including the flat rate amount for the staff costs) shall be between EUR 12 500 and EUR 100 000.
- The dates of the proposed information measure shall be between 1 June 2008 and 31 May 2009.
- The following are not eligible:
 - measures required by law,
 - measures receiving Community financing from another budget line,
 - profit-making measures,
 - general assemblies or statutory meetings.

All applications not fulfilling the above criteria will be rejected as non-eligible.

2. EXCLUSION CRITERIA

The Commission will exclude all applicants that find themselves in one of the situations described in Article 5 of Regulation (EC) No 2208/2002 and Articles 93(1), 94 and 96(2)(a) of Council Regulation (EC, Euratom) No 1605/2002 (Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities). Applicants will have to declare on honour that they are not in one of the above situations (see the application letter available from the web address mentioned in point 5.1 of this call for proposals). The Commission may, depending on the analysis of management risks, request additional evidence. Applicants who are found guilty of false declarations may be subject to administrative and financial penalties.

ANNEX III

SELECTION AND AWARD CRITERIA

1. SELECTION CRITERIA

In order to demonstrate their **technical capacity** applicants shall demonstrate that:

- they have the necessary technical skills of direct relevance to the preparation, implementation, follow-up and evaluation of the type measure proposed,
- they have at least two years experience in dealing with the subject(s) proposed.

In order to demonstrate their **financial capacity** applicants shall demonstrate that:

- their financial situation is sound enough to maintain their activity throughout the period during which the measure is being carried out.

The technical and financial capacity of the applicants will be judged based on the information provided by the applicants in the application. The Commission may, however, request additional information. Applicants are reminded that the Commission will grant no pre-financing to the measures awarded a grant under this call for proposals. Applicants will have to assume the total cost of the measure themselves. The Commission grant will only be paid following the approval of the final technical and financial implementation report submitted by the beneficiaries after the end of the measure.

2. AWARD CRITERIA

Each measure will be evaluated by the *ad hoc* committee in the light of the following criteria:

1. (maximum 25 points) The relevance and general interest of the measure are to be appraised, in particular, in the light of:
 - the extent to which the goals and the content of the measure are in line with the objectives laid down in Article 1 of Regulation (EC) No 814/2000 and the priorities and objectives set out in the call for proposals (15 points),
 - the overall quality of the proposal. Project proposals should be clear in their conceptual approach and the results to be achieved. The description of the action and the messages shall be precise and the respective roles and responsibilities of the applicant and each partner should be clear. The programme of the measure shall be detailed. The work schedule should be appropriate with regard to the project goals and realistic (10 points).
2. (maximum 25 points) The overall added value of the proposal is to be appraised, in particular, in the light of:
 - the countries covered by the measure. Preference will be given to measures addressing audiences in more than one Member State and/or addressing the general public in the Member States mentioned in point 2.1 of this call for proposals (10 points),
 - the number and representativeness of the organisations — not including subcontractors — involved in drawing up, implementing and disseminating the measure (5 points),
 - the financial quality of the proposal. Proposals should demonstrate that the measure will offer good value for the financial support requested from the Commission and that it will be cost-effective (10 points).
3. (maximum 25 points) The impact of the measure and the dissemination policy chosen will be assessed, in particular, in the light of:
 - the dimension, quality and representativeness of the target audience (including the indirect beneficiaries) in relation to the type of measure (10 points),
 - the capacity of the applicant and partners to ensure effective follow-up and disseminate the results achieved and the dissemination channels used (in particular the press, radio and television, Internet, direct distribution) and their role in the measure (15 points).
4. (maximum 25 points) The evaluation of the measure will be appraised, in particular, in the light of:
 - the motivation of the expected interest of the measure and the assessment of the results after the execution of the measure (15 points),
 - the techniques used (surveys, questionnaires, statistics, etc.) to measure the impact of the messages sent (10 points).

Measures will be considered of highest quality and will be proposed for a grant by the evaluation committee if they receive at least 60 out of 100 points allocated for the criteria (1) to (4) as described above, and have at least 50 % of the points available for each criterion. The Commission may raise the minimum acceptable rating in the light of the budget resources available. Please note that the final decision of the Commission to award a grant may differ from the proposal issued by the evaluation committee.

ANNEX IV

ELIGIBLE COSTS

1. To be eligible, costs shall:

- (a) arise directly and exclusively from the measure (preparation, implementation, follow-up and evaluation) and be essential for the implementation of the measure;
- (b) be reasonable and justified and shall accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- (c) have actually been incurred, i.e. supported by the original supporting documents (see table in point (3) hereafter) and by the respective proofs of payment, be recorded in the beneficiary's accounts or tax documents and be identifiable and verifiable.

Where eligible costs are directly covered by another provider of funds, this shall be specified on the revenue side of the forward budget and the final budget under 'Other contributions' and confirmed in writing by the provider of funds as specified in Annex I.

Where the applicant intends to use suppliers/sub-contractors and where the amount of all services to be rendered by one supplier/subcontractor exceeds EUR 10 000, the applicant will have to present at least three tenders asked from at least 3 different companies, to annex the tender chosen and the reason of this choice. These documents have to be annexed to final technical and financial report. Failure to do this will entitle the Commission to consider those costs as non eligible;

- (d) arise during the period determined for the duration of the measure as specified in the grant agreement. It is understood that any expenditure incurred before the agreement is signed is at the risk of the applicant and will not be legally or financially binding on the Commission;
- (e) be provided for in the forward budget.

2. The following are not eligible:

- contributions in kind,
- non-specified or flat-rate expenditure, except in the particular cases referred to in this call for proposals,
- indirect costs (rent, electricity, water, gas, insurance, taxes, etc.),
- costs of office material (such as paper, stationery etc.),
- invested capital costs, contingency reserves, interest on debts owed, exchange rate losses, gifts and expenditure on luxuries,
- costs arising from the purchase of new or second-hand equipment,
- deductible VAT,
- costs not provided for in the forward budget.

3. Specific provisions relating to eligible costs and the supporting documents required:

Category of expenditure	Eligible	Supporting document required
Staff costs	<p>1. Employees</p> <p>If total cost of the action (staff costs excluded) is above EUR 15 000: a flat rate of maximum EUR 10 000 will be paid, including staff costs for preparation, implementation, follow-up and evaluation.</p> <p>If total cost of the action (staff costs excluded) is less than, or equal to EUR 15 000: a flat rate of maximum EUR 5 000 will be paid, including staff costs for preparation, implementation, follow-up and evaluation</p>	No supporting documents are required in order to obtain the flat rate. However, for analysis purposes, beneficiaries will be requested to annex a document indicating the actual staff costs incurred in relation to the measure
	2. Self-employed persons	Invoice indicating at least the title of the measure, the nature of the work carried out and the dates when the work was carried out

Category of expenditure	Eligible	Supporting document required
Transport costs	1. Train Cost of second-class travel using the shortest route ⁽¹⁾	Ticket
	2. Air Booking fees and the cost of air travel in economy class, using the lowest available promotional fare (APEX, PEX, Excursion, etc.)	— Ticket or electronic online reservation (including price). — Used boarding pass. The boarding pass should state the name, the date, the place or origin and destination. — If applicable, the travel agency invoice.
	3. Coach, ferry and other public means of transport ⁽²⁾ Intercity travel by the shortest route	Invoice indicating at least the place of departure and arrival, the number of passengers and the dates of travel
	4. Private or rented car ⁽³⁾ For a return journey of up to 300 kilometres, an allowance of EUR 0,25 per kilometre	A signed statement ('Car Journey Declaration') shall be presented using the original model that can be downloaded from the web address mentioned in point 5.1 of this call for proposals
Accommodation and meals	1. For persons staying at a hotel: one daily allowance ⁽⁴⁾ per night (including accommodation and meals for 24 h). The rate of the daily allowance is to be found in the web address mentioned in point 5.1 of this call for proposals	For the daily allowance to be reimbursed, the hotel bill shall be presented. This bill should state the name of the person, the dates and the number of nights. If the bill relates to a group, the same information shall be given
	2. For persons not staying at a hotel: ½ daily allowance per 24 hours (including accommodation and meals). The total amount of daily allowances is calculated as follows:	For the allowance to be reimbursed, a declaration of each participant ('Participant's declaration') shall be presented using the original model that can be downloaded from the web address mentioned in point 5.1 of this call for proposals
	$(\frac{1}{2} \text{ daily allowance} \times \text{number of hours}) / 24 \text{ hours}$	
	The number of hours is calculated from the beginning to the end of the stay at the venue	
Interpretation	1. Employees: the costs for employees are included in the maximum flat rate payable under category 'staff costs'	No supporting documents are required
	2. Self-employed persons: up to a maximum amount of EUR 600 per day (VAT excluded)	Invoice indicating at least the title of the measure, the languages from and into which interpretation has been provided, the dates when the work has been carried out, and number of hours worked
Translation	1. Employees: the costs for employees are included in the maximum flat rate payable under category 'staff costs'	No supporting documents are required
	2. Self-employed persons: up to a maximum amount of EUR 45 per page (VAT excluded)	Invoice indicating at least the title of the measure, the languages from and into which translation has been provided, and the number of pages translated

Category of expenditure	Eligible	Supporting document required
Consultants' and speakers fees ⁽⁵⁾	Up to a maximum amount of EUR 600 per day (VAT excluded)	Invoice indicating at least the title of the measure, the nature of the work carried out and the dates when the work was carried. Accommodation, meals and transport costs: please refer to these categories of expenditure
Hire of conference halls and equipment	N.B.: Hire of booths for simultaneous interpretation is limited to a maximum amount of EUR 750/day (VAT excluded)	Invoice indicating at least the title of the measure, the nature of the equipment and the dates when the conference rooms and the equipment were rented
Mailing costs	Postal or courier service for the mailing of documents related to the measure (such as invitations, etc.)	A detailed invoice mentioning at least the documents' title and number of documents sent

⁽¹⁾ Where another class is used, expenses are eligible only on presentation of an attestation by the transport company indicating the cost of second-class travel, in which case the eligible expenditure will be limited to that amount.

⁽²⁾ Bus, underground, tram and taxi fares are not eligible.

⁽³⁾ Expenditure incurred by users on petrol, parking, road tolls and meals is not eligible. Costs of car hire are not eligible.

⁽⁴⁾ Restaurant bills, bill for catering, coffee breaks etc will not be accepted. These costs are included in the daily allowance.

⁽⁵⁾ The fees of experts or speakers are not eligible where the persons concerned are national, Community or international civil servants or members or employees of the organisation receiving the grant or an associated or affiliated organisation.