The final financial statement, to be attached to the final report, must show actual expenditure and revenue. The beneficiary must keep accounts of the co-financed action and must keep all original supporting documents for five years after completion of the agreement for audit purposes. After approval of the final report, the beneficiary will receive the final payment. An external audit of accounts by an approved auditor may be requested by the responsible authorising officer in support of any payment, on the basis of his analysis of risk. The audit report must be attached to the payment request. Its purpose is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents.

If the actual cost of the proposal turns out to be less than the total estimated cost, the Commission will reduce its contribution proportionally. It is therefore in the applicant’s interest to present a reasonable budget estimate.

14. APPLICABLE RULES


CALL FOR PROPOSALS

Preparatory and Innovative Actions 2003/b — eLearning

DG EAC/62/03

(2003/C 170/11)

1. CONTEXT (INTRODUCTION AND BACKGROUND INFORMATION)

The Commission launched the eLearning Initiative and Action Plan to foster the adaptation of the European Union’s education and training systems to the knowledge society, through the effective and relevant use of information and communication technologies and the Internet for learning (e-learning).

The eLearning Action Plan (1) defines e-learning as: ‘the use of new multimedia technologies and the Internet to improve the quality of learning by facilitating access to resources and services as well as remote exchanges and collaboration’. The term e-learning is used throughout the text of the call with this meaning.

The eLearning Action Plan also aims at involving all those in education and training, both in the private and public sectors, in the realisation of the potential of e-learning methods and resources for lifelong and life-wide learning.

The eLearning Action Plan operates by the mobilisation of existing resources. For the European Commission, these are found within the existing programmes and instruments, which are suited to the development of e-learning projects. However, the fast evolution and changing nature of e-learning makes it difficult to place all these projects into an existing programme or budget line. For example, an e-learning project could involve different disciplines, pedagogical theories, technological developments and new logistics and concern a wide range of actors.

In view of this, a special budget line was created to explore in-depth specific e-learning issues through the funding of pilot projects, which address the key strategic areas of the eLearning Action Plan. Their aim is to provide the basis for a wide debate at the European level, and to encourage increased coordination of related actions within and between Member States. They should also provide important information and create the basis for future community actions, including the proposed eLearning Programme (1).

1.1. Background

As a result of the eLearning Call for Proposals in 2001, 29 pilot projects were launched covering a wide range of e-learning activities in schools, universities, in the work place and at home. The projects address important issues relating to the use of ICT in education and training, such as teacher and trainer training, new pedagogical frameworks, organisational change, educational content and services, etc and involve a number of innovative approaches such as virtual classrooms, collaborative learning over the Internet, virtual mobility, learning by doing, etc.

In 2002, the Call for Proposals resulted in the launch of 16 pilot projects addressing Media Literacy and 4 strategic projects addressing Quality in eLearning.

Further information on these ongoing projects may be obtained from the Commission's web site http://europa.eu.int/comm/education/elearning/index.html and eLearning portal http://elearningeuropa.info.

2. BUDGETARY RESOURCES

The total available budget for this call for proposals is approximately EUR 1.5 million.

3. SUBJECTS

The subject of this call is Media Literacy. The success of the 2002 call and the first results of selected projects suggest the convenience of a new call to further stimulate European projects and partnerships in this important subject.

Also, this theme for proposals has been identified as priority ones in the eLearning Action Plan and in the Commission's budget plan for 2003.

3.1. Media Literacy and Digital Literacy

Whereas digital literacy deals with mastering new tools, Media Literacy, as described below, emphasises the sensible and responsible use of these tools, as they become increasingly available throughout society and in all walks of life. Digital Literacy concentrates on the acquisition of capabilities and skills related to new technologies which play a decisive role for education, work, leisure, and, in particular, for active citizenship. Media Literacy is a higher order concept as it addresses various issues raised by the pervading influence of images and information, to which these new technologies have given an unprecedented power of fascination and influence. In the context of Digital Literacy, new technologies are viewed as instruments to provide greater efficiency in accessing, using, distributing and processing information, and whose lack may induce a new form of social divide, the ‘digital divide’. However, in the context of Media Literacy, information is assessed and valued in terms of truthfulness and deception, of confusion between facts and fiction and/or of accurate perspective and context as opposed to bias and prejudice. In this respect, Media Literacy and Digital Literacy are related, though Media Literacy concerns even those who have only minimal Digital Literacy. Media Literacy may thus be defined as the ability to communicate competently in all old and new media, as well as to access, analyse and evaluate the power of images, number of images, and messages which we are now being confronted with on a daily basis.

Whilst there is widespread criticism about mass produced images and entertainment, the evolution and increasing sophistication of media technologies and the intensifying presence of the Internet as a distribution channel are also perceived as a powerful democratising factor in today's society. An increasing number of Europeans can now create and disseminate images, information and contents. As a result, Media Literacy is widely viewed as one of the major tools in the development of citizens' responsibilities.

It is to ensure that more and more Europeans, especially young people, have the opportunity to deepen their understanding of the differences between information and advertising, between fiction and reality and between what may be beneficial and what may prove harmful, in terms of contents. In preparing for tomorrow's Europe, it is essential that today's youth develop a considered and critical approach towards media, acquiring the basic skills which are necessary to take advantage of interactive facilities in the new media and to generate new and creative contents.


3.1.1. Media Literacy, Citizenship, Democracy

The responsible use of the new technologies cannot be addressed without probing the impact and potential which they have on citizenship, democracy and intercultural dialogue. It is becoming increasingly clear that the sophisticated use of the media image, for example, in the political process, in consumer affairs, in mass entertainment, may soften critical analytical reflexes. In particular, the power of the image seems to have a significant impact on our lives, with consequences which are neither always predictable nor desirable. However, new forms of communication (e.g., the Internet) provide exciting, unprecedented opportunities for innovative forms of dialogue and for exchanges of information and experiences, leading to a better mutual understanding of our different aims and aspirations.

The development and widespread acceptance of new technologies have brought about a proliferation of the media, with the undesirable consequences that information is a commodity from which large profits can be gained. Adding to the risk of 'overkill' at the level of commercially delivered information, citizens are taking advantage of Information and Communication Technologies (ICT) to create, operate and enjoy alternate sources of information, which are competing, almost in 'real time', with more established channels which political and/or commercial constituency is feared to generate bias. This results in the emergence of innovative forms of more 'active participation to community life' by means of which citizens express and exchange opinions and/or create new platforms to connect to other citizens who share the same lines of thought. In this sense, citizen activities may steer clear of mainstream trends, power structures or traditional mass media, in order to voice support or dissent regarding the issues of today's society.

The spontaneous recourse to ICT to foster citizens' participation to community life and intercultural dialogue rests on Media Literacy. In this sense, Media Literacy concerns both the use of ICT in the community various for a as well as the critical reappraisal of the impact and potential of the new forms of communication in today's society. Media Literacy, as evidenced in the various local initiatives which have been identified throughout Europe, often combines observation and reflection with a degree of active involvement in terms of citizenship, democracy and intercultural dialogue. Local social networks and community-based associations have enthusiastically adopted these new forms of communication to alleviate the alienation which more individualised forms of existence have generated in today's society. From this groundwork, new forms of citizenship can be seen emerging which may be an indication of what a more closely knit Europe may be tomorrow. The proposals which the European Commission seeks to encourage will aim at implementing and encouraging various ways of using these new forms of communication to intensify citizens active participation to community life and to bring closer together European citizens while overcoming cultural, linguistic and geographic obstacles. As ICT and new forms of communication provide innovative means to express support or disagreement regarding major issues in today's political life, there is a renewed interest, amongst European citizens, for the main challenges, debates of ideas and other uncertainties which accompany the construction of Europe as a Society of Knowledge and as a unifying symbol. As the spirit of democracy may find there new ways to flourish while thriving on the revitalisation of an European 'public opinion', Media Literacy may provide the conceptual tools and incentives for greater sophistication in citizen participation.

3.1.2. Intercultural dialogue as a transverse dimension of the proposals

Europe is aware of the need to establish and reinforce a genuine intercultural dialogue with communities characterised by different mores and traditions. These differences are geographical and historical, as well as cultural and linguistic, and they are being redefined, altered and challenged by increasing commercial exchanges and migratory fluxes. With the rise and spread of ICT in the European society, original cultural forms and lifestyles emerge, which not only eventually influence the very concept of cultural identity but also widen the gap between cultures. This gap may at times generate misunderstandings and tensions, as well as cultural misrepresentations, stereotypes and other negative generalisations. Media Literacy may prove decisive in addressing these issues, as it fosters sensitivity to the fabric of culture in general; moreover, it may benefit from ICT efficiency for the development of democracy, dialogue and exchanges, in all respects: scientific, technical, commercial, cultural, political and religious.
In the context of intercultural dialogue, the eLearning initiative seeks to encourage the development of these exchanges as well as to intensify their quality and diversity, in projects which prove to be both innovative and efficient in their use of new forms of communication. Realising the complexities of intercultural dialogue and the various roles played in this respect by ICT, the European Commission will support projects which make full and creative use of them while displaying an understanding of the issues thus addressed and promoting mutual understanding, respect, peace and social cohesion. Intercultural dialogue may thus be included as a central or secondary feature in projects which are basically addressing media literacy issues. In all cases, the use of ICT should be an integral, essential part of the project submitted under this Call.

3.2. Description of the practical implementation of projects to be considered for funding

Projects which will be considered for funding could for example:

(1) learn and stimulate the use of media and new technologies in a ‘hands on approach’ in order to:

— improve citizens active participation in social and community life,

— improve citizens active participation in the political and democratic process,

— contribute to fight racism, xenophobia, other forms of intolerance and encourage intercultural dialogue and mutual comprehension,

— define and describe the contents of a ‘European citizenship’ and of ‘European identities’,

— setting up collective media organisations offering, community based, independent, information coverage;

(2) encourage the production and distribution of Media Literacy and Image Education related content while using new technologies such as Internet sites, Internet-based magazines and fora, video-conferencing, etc, with a special emphasis on the use of new technologies for cultural and artistic creation;

(3) analyse media representations and media values (with special emphasis on race and gender stereotypes, misrepresentations of disabled people); identify and analyse examples of inaccurate, incorrect and unfair use of the media in a multimedia perspective while possibly resorting to comparisons of different sources of information;

(4) intensify networking around media education related issues between partners belonging to formal and non-formal education institutions, media industry, content-providers and producers, research and cultural institutions, NGO and individuals active in media-literacy initiatives.

4. REQUESTED PROPOSALS CHARACTERISTICS

Proposals must address one or more of the subject areas specified in section 3. Where more than one subject is addressed, it should be possible to distinguish the work relating to the different subjects in the proposal (through distinct work packages, deliverables, cost items, etc). The Commission reserves the right to select proposals for funding based upon a reduced coverage of subjects.

Proposals should contain an explicit commitment from each member of the consortium via a signed letter of motivation indicating the partner's reason for being involved in the proposal.

Proposals must explicitly show that they:

— have a balanced partnership in terms of European geographical coverage and expertise in the domain of education and training,

— respect Europe's cultural and linguistic diversity, producing results in several languages (as appropriate),

— attempt to involve new players whilst building-upon and further developing existing actions at a Community or regional level,

— proactively support the dissemination of regular, tangible results in the form of reports, models, conference presentations, guidelines, newsletters, video clips, etc

— provide added European value through their work and that the need for community funding is clearly justified.

The proposals must contain precise information on the following points:

— an overall summary of the proposal (objectives, approach, expected outcomes, consortium details, contact information) (maximum one page),

— objectives, approach and methodology,

— detailed work plan and time schedule (e.g. Gantt chart),
— description of the deliverables (what, when, for whom, in what languages and disseminated how),

— distribution of work amongst the partners and their responsibilities,

— planned use of resources and budgetary information.

5. WHO IS ELIGIBLE TO SUBMIT PROPOSALS?

Proposals may involve organisations from the public and private sectors which have interest, expertise, and European experience in e-learning matters concerning any of the subjects listed above, and meet the eligibility criteria (see point 7.1).

6. PROPOSAL DURATION

The duration of each proposal will be between 12 and 24 months. Eligibility of costs (see point 10.1.1) for Commission's subvention will only start from the signature of the contract, which is expected by the end of 2003.

7. ELIGIBILITY CRITERIA

Only proposals submitted on the official application form, completed in full and signed, and received by the specified closing date will be considered (see section 11).

Proposals should be submitted by a single organisation (the applicant) representing a consortium of at least two partners (including the applicant). The consortium must involve organisations from at least two different countries from the European Union or the EEA countries of Iceland, Liechtenstein and Norway. Of these, at least one partner must be from the European Union. Proof of participation must be provided in the form of participation letters from each partner institutions (original signatures required). These letters must also indicate the reasons for each partner to participate in the project and certify that they have read and fully agreed to the content of the proposal.

The projects must be non profit-making.

7.1. Eligibility of applicants

The coordinating/promoting institution and the other organisations involved must possess a legal identity. Both the coordinating/promoting organisation and the partner organisations must be established in one of the following states: one of the 15 EU Member States, Iceland, Liechtenstein or Norway. Applicants must certify that they are not in one of the situations listed in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (¹) as detailed in point 7.2.

7.2. Exclusion criteria

Applicants will be excluded from participating in this call for proposals if, at the time of the grant award procedure, they are in one 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 for in national legislation or regulations;

b) they have been convicted of an offence concerning their professional conduct by a judgement which has force of res judicata;

c) they have been guilty of grave professional misconduct proven by any means which the authorising officer 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 authorising officer or those of the country where the contract is to be performed;

e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interest;

f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

g) are subject to a conflict of interest;

h) are guilty of misrepresentation in supplying the information required by the authorising officer as a condition of participation in the call procedure or fail to supply this information.

Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed by the Commission on applicants who excluded under the above grounds, in accordance with the provisions of Articles 93 to 96 of the Financial Regulation (Council Regulation No 1605/2002 of 25 June 2002) and Articles 133 and 175 of the Implementing Regulation (Commission Regulation No 2342/2002 of 23 December 2002).

8. SELECTION CRITERIA

In order to prove the applicant's technical and financial capability, the application form must be accompanied by the following documents:

(1) the profit and loss accounts and the balance sheet for the last financial year for which the accounts have been closed, except for public bodies;

(2) the curricula vitae of the key persons responsible for the implementation of the project within each of the partner institutions;

(3) a copy of the legally registered statutes or articles of association as well as a copy of the official registration certificate, except in the case of a public or semi-public organisation. This document must be provided in one of the 11 official EU languages;

(4) declaration on the applicant’s honour, completed and signed, certifying that the applicant exists as a legal person and has the financial and operational capacity to complete the proposed action;

(5) declaration on the applicant’s honour, completed and signed, certifying that the applicant is not in one of the situation listed in Articles 93 and 94 of the Financial Regulation (1);

(6) the bank details form completed by the beneficiary and certified by the bank (original signatures required);

(7) in the event that the contribution sought from the European Commission is higher than EUR 300 000, then the certified audited accounts (see 8.1) should be accompanied by an opinion of the auditor who certified the accounts. This opinion, based upon the work that was executed for the certification of the accounts, should give the auditor’s assessment as to whether or not the applicant is solvent and has sufficient funds to continue its activity into the following financial period. This requirement is waived for public bodies;

(8) participation letters from the partners organisations (original signatures as required).

Any applicant who fails to submit any of the above documents, or who is judged, on the basis of the documents submitted, not to have sufficient financial and technical capacity, will be excluded.

9. AWARD CRITERIA

The following criteria will be used in evaluating the quality and the organisational and budgetary aspects of the selected proposals:

(1) European added value: proposals should offer added value for the European Union as well as national and/or regional value. They may achieve this by supporting the transfer of experience and knowledge across Europe, by helping to address key issues of importance at a European level, or by identifying the conditions for generalising results, through, for example, their integration into national systems or their exploitation as European products. The need for Community financial support must be clearly demonstrated.

(2) Relevance: proposals should be relevant to the objectives of the call and the chosen subject area. They must not promote, either directly or indirectly, messages contrary to European Union policies or be able to be associated with an image contrary to that of the Institutions.

(3) Methodology: the strategy for achieving the objectives should be clear and appropriate, with a coherent set of activities which reflect a service mentality.

(4) State-of-the-art and innovation: proposals should be innovative in their approach and ‘state of the art’ concerning their use of theories, models, standards and methods.

(5) Validation: proposals should attempt to validate the usefulness of their results against the original objectives.

(6) Transfer, dissemination and exploitation: proposals should pay special attention to transferability aspects, such as promotion and dissemination of the results; standardisation; sustainability and other practical aspects of wider use; translation and localisation issues; etc.

(7) Cultural dimension: proposals should demonstrate that they are sensitive to European cultural and linguistic needs, and that they facilitate intercultural dialogue.

(8) Work plan: there should be a detailed, realistic work plan (with clarity and correlation between the stated objectives and the means proposed), a description of the deliverables (what, when, for whom) and a time schedule for the proposal.

(9) Distribution of effort, use of resources, value for money: the distribution of effort amongst the partners should be consistent with their roles and responsibilities in the work plan. The planned use of resources should be clear, should represent value for money and all costs must be eligible.

The above award criteria carry equal weighting with the exception of (2) Relevance which has a double weighting.

10. **FINANCIAL CONDITIONS**

The Commission will only part-finance the proposal, the Community subsidy being complementary to the applicant's own contributions and/or national, regional or local grants. Community grants are an incentive to carry out an action which would not be able to be carried out without the financial support of the Commission, and are based on the principle of co-financing.

The subsidised project may not benefit from any other Community funding for the same action.

10.1. **Financial contribution of the Community**

Up to 60% of the total eligible costs of the proposal. The Commission envisages that the proposals that it will finance will require a Community funding of the order of EUR 100,000-200,000.

The grant application must include a detailed provisional budget (the model for which is included in the application forms) showing expenditures and receipts, specifying in particular the eligible costs towards which the Commission's funding will contribute.

Where more than one subject is addressed, it should be possible to distinguish the work relating to the different subjects in the proposal.

Payment requests received from grant recipients will be checked in terms of both expenditure and receipts to ensure that no profit has been made. Grants allocated directly to the project should of course appear as receipts in the budget of the subsidised project.

The budgets must not include any expenses that will pre-date or post-date the indicated proposal duration period stipulated in the contract. Please note that the starting date for the eligibility of costs cannot be prior to the signature of the contract.

Budgets must be balanced (expenditure = revenue).

The reimbursement of travel and subsistence expenses will be based upon official rates approved by the Commission.

10.1.1. **Eligible costs**

Only the following direct costs are eligible. They must be necessary to carry out the proposal and must be in line with normal conditions on the market. They must be entered into the organisation's accounts, be identifiable and verifiable.

(a) **Staffing costs** for those staff working directly on the proposal, corresponding to their actual salaries plus social charges. Civil servants' salaries are not eligible;

(b) **Staff travel**, accommodation and subsistence costs related to the carrying out of the proposal;

(c) Direct costs associated with the proposal:

   — the cost of holding conferences and seminars (organisation, travel, accommodation and subsistence costs for participants and speakers, interpretation costs, fees),

   — information and dissemination costs (publications, books, CD ROMs, videos, Internet, etc.), translation, dissemination and distribution costs,

   — other direct costs, including charges for financial services, associated with the proposal (please specify);

(d) General expenditure up to a maximum of 7% of the total eligible costs for the action.

Where implementation of the assisted actions requires the award of subcontracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest.

10.1.2. **Ineligible costs**

The following costs are not eligible:

(a) ongoing operational, ongoing depreciation and ongoing equipment costs;

(b) overheads;

(c) capital investment costs;

(d) general provisions (for losses, possible future liabilities, etc.);

(e) contingency reserves;

(f) debts owed;

(g) interest on debts owed;

(h) charges for financial services not directly linked to the action;

(i) bad debts receivable;

(j) exchange losses, unless specifically provided for in exceptional cases;
(k) contributions in kind;
(l) expenditure on luxuries;
(m) other costs, not directly related to project activities.

Contributions in kind are not eligible costs (land, immovable property whether in its entirety or in part, durable capital goods, raw material, unpaid charity work by a private individual or corporate body), but are taken into account in calculating the rate of funding granted by the Commission for the proposal.

11. PROCEDURE FOR SUBMITTING APPLICATIONS

11.1. Publication

The call for proposals will be published in the Official Journal of the European Union and disseminated on the Internet sites of the DG Education and Culture programmes at the following address:

http://europa.eu.int/comm/education/elearning/index.html

11.2. Application forms

Grant requests must be made on the official application form, in one of the 11 official languages of the European Union. Only typed forms will be accepted. Forms can be obtained on the Internet in the 11 official languages of the Union, at the abovementioned address,

or by writing to the following address:

European Commission —
DG Education and Culture
‘eLearning call for proposals’
For the attention of Mrs Maruja Gutierrez-Diaz
Office: B-100 03/27
B-1049 Brussels
Fax (32-2) 296 69 92.

11.3. Submission of the application

The application must be sent in three complete copies plus the original and must provide comprehensive and verifiable information with regard to the criteria listed in points 7, 8 and 9. If necessary, further information can be supplied on separate sheets.

A diskette or a CD-ROM containing an electronic version of the grant application is also required.

Applicants may submit an application for a grant to the address below:

by post, for which purposes the relevant date is to be the date of despatch by registered post, as evidenced by the postmark; or

by hand-delivery by the tenderer in person or by an agent, including courier-service, to the specified address, against a signed and dated receipt

by 22 September 2003 at the latest.

The applicant must mark on the envelope:

‘eLearning call for proposals DG EAC 62/03’
European Commission —
DG Education and Culture
For the attention of Mrs Maruja Gutierrez-Diaz
Office: B-100 03/27
B-1049 Brussels.

Please note that applications only submitted via the Internet, fax or electronic mail will not be accepted.

12. EXAMINATION AND FOLLOW-UP OF THE APPLICATIONS

Applicants will be informed of the receipt of their application within one month.

Only applications that satisfy the eligibility criteria will be considered for a possible grant.

All unsuccessful applicants will be informed in writing.

The selected proposals will be subjected to a detailed financial examination, during which the Commission may request, within a specific deadline, further information from the persons responsible for the proposed actions.

In the event of final approval by the Commission, a financial contract will be concluded between the Community and the beneficiary.

The Commission will publish the name and address of the beneficiary, the subject of the grant and the amount and the rate of financing. This will be done in agreement with the beneficiary and unless publication of the information may threaten the safety of the beneficiary or harm its business interests. In the event that the beneficiary does not agree to this, it should attach a detailed justification, which the Commission will consider when deciding on the award of the grant.
13. SUBMISSION OF THE FINAL REPORT AND THE FINAL
FINANCIAL STATEMENT, AND OTHER CONTRACTUAL
OBLIGATIONS

The contract between the Community and the beneficiary will
specify the amount in Euro and the terms and conditions for
funding. This contract must be signed and returned to the
Commission immediately. This agreement will only come
into effect once signed by both the beneficiary and the
Commission.

The beneficiary will receive a prefinancing payment of 40 %
within 45 days of the date when the last of the two parties
signs the agreement. Whenever the grant agreement exceeds
one year, a second prefinancing payment of 30 % will be done
within 45 days of receipt and acceptance by the Commission
of an interim report covering 12 months. The final payment
will be made within 45 days of receipt and acceptance by the
Commission of the final report and final cost breakdown. If the
final payment exceeds EUR 150,000, an external audit will be
required.

Under the terms of the funding agreement, the beneficiary
must submit a final report meant for public dissemination.
This must provide a succinct but comprehensive description
of the results of the proposal and be accompanied by copies
of any material produced (brochures, teaching material, videoc-
assettes, multimedia supports, press cuttings, etc.), including
addresses and descriptive documentation of Internet sites or
resources.

The proposers will also be required to:

--- submit a signed partnership agreement to the Commission
within three months of the start of the proposal,
--- submit an interim report every 12 months,
--- participate in the biannual ‘concertation’ meetings
organised by the Commission in Brussels, in which
similar projects are brought together to address issues of
a common interest,
--- maintain a web site promoting awareness of the proposal
and disseminating public results,
--- regularly update the proposal summary, provide
contributions to the eLearning portal and maintain appro-
priate web links.

In order to receive the second prefinancing, applicants need to
show that they have spent at least 70 % of the first one. The
Commission may require the beneficiary to lodge a bank
guarantee.

In any publication concerning the proposal, or on the occasion
of any activities for which the subsidy is used, beneficiaries
must clearly mention the support provided by the European
Union, with the following two phrases:

‘With the support of the European Commission — Directorate-
General for Education and Culture — eLearning Initiative.’

‘The information contained in this publication does not neces-
sarily reflect the position or the opinion of the European
Commission.’

The final financial statement, to be attached to the final report,
must show actual expenditure and revenue. The beneficiary
must keep accounts of the co-financed action and must keep all original supporting documents for five years
after completion of the agreement for audit purposes. After
approval of the final report, the beneficiary will receive the
final payment. An external audit of accounts by an approved
auditor may be requested by the responsible authorising officer
in support of any payment, on the basis of his analysis of risk.
The audit report must be attached to the payment request. Its
purpose is to certify that the submitted accounts are sincere,
reliable and substantiated by adequate supporting documents.

If the actual cost of the proposal turns out to be less than the
total estimated cost, the Commission will reduce its
contribution proportionally. It is therefore in the applicant's
interest to present a reasonable budget estimate.

14. APPLICABLE RULES

June 2002 on the Financial Regulation applicable to the
general budget of the European Communities.

http://europa.eu.int/smartapi/cgi/sga_doc?smartapi!celexapi!
prod/CELEXnumdoc&lg=en&numdoc=32002R1605&model=guichett

--- Commission Regulation (EC, Euratom) No 2342/2002 of
23 December 2002 (rules for the implementation of the
Council Regulation).

http://europa.eu.int/smartapi/cgi/sga_doc?smartapi!celexapi!
prod/CELEXnumdoc&lg=fr&numdoc=32002R2342&model=guichett