III

(Notices)

COMMISSION

CALL FOR PROPOSALS

Support for information measures relating to the common agricultural policy

(2003/C 178/05)

1. BACKGROUND

On 17 April 2000 the Council adopted Regulation (EC) No 814/2000 on information measures relating to the common agricultural policy (\(^1\)), which defines the type and content of the measures the Community may finance.

As part of a new and simplified approach, the Commission has laid down detailed rules for the application of Council Regulation (EC) No 814/2000 in Commission Regulation (EC) No 2208/2002 (\(^2\)). In accordance with Article 3 of Regulation (EC) No 2208/2002, this call for proposals 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 annual work programmes or individual measures from appropriations in the 2004 budget.

2. PRIORITY MEASURES FOR 2004

Under this call for proposals the Commission wishes to give priority to communicating the issues surrounding the reform of the common agricultural policy (CAP), including the aspects relating to the new Member States and the candidate countries. The measures proposed may also be aimed at defending the European model of agriculture in the context of the World Trade Organisation (WTO).

It will be for applicants to demonstrate which channel or channels of communication they believe are most appropriate 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 selecting successful applications, particular attention will be paid to the Media Plan, as described in Annex I, point 2.

2.1. Messages to be communicated

The main messages the Commission wishes to communicate to farmers are that they will be given an opportunity to become more entrepreneurial and take greater advantage of the opportunities offered by the market, that rural development policy will be strengthened to provide great opportunities for supporting activities of people living and working in the countryside and that quality is becoming an increasingly important factor in choices made by farmers and consumers. All this is set in a context of sound economics, social awareness and environmental responsibility.

More specifically, the following aspects of the CAP should be dealt with:

— better distribution of the aid and reinforcement of rural development,
— single payment per holding, independently of production (simplification),
— single payments subject to compliance with environmental, food safety and animal welfare,
— new measures aimed at encouraging and helping farmers to comply with quality, animal welfare and environmental requirements,
— lower direct payments to large holdings in order to secure more funds for rural development,
— promotion of sustainable agriculture,
— reinforcement of the competitiveness of the EU’s agriculture,
— targeting of products and services sought by the public and making them more market-oriented,
— strengthening of support for traditional farming systems with a high environmental value.

Full details of the reform of the common agricultural policy can be found at the following address:


\(^1\) OJ L 100, 20.4.2000, p. 7.
Preference will be given to projects centred on specific examples in particular sectors which illustrate the practical aspects of implementing the objectives outlined above and are clearly relevant to the target audience.

2.2. Target audiences

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

— the entire farming and food sector in Europe, from producers to consumers,

— the general public in the Member States.

Proposals are invited for communication projects tailored to the information needs of either or both of these audiences or sections of them.

Applicants should specify whether their project proposal will target audiences in more than one country and, if so, which countries and by what means.

2.3. Channels of communication

In particular, the Commission wishes the following communication channels to be used:

— broadcast media, both radio and television, at local, regional and national level; where specific broadcast coverage is proposed, the Commission will wish to see in advance a degree of certainty that coverage can be obtained. Highly speculative ventures should be avoided. Projects involving non-broadcast video or audio for direct distribution will be considered,

— the Internet, which is growing in importance as a source of information and comment for many EU citizens. Proposals should accommodate the possibilities it offers,

— conferences and seminars, which may be at local, regional or national level and involve either or both of the audiences identified above,

— the written press: the Commission already has good direct contacts with the written press in the EU. However, the projects launched as a result of this call for proposals are themselves expected to attract press interest. Applicants should demonstrate how they propose to encourage this interest.

The Commission will be looking for projects with high added value, where more than one element of the media can be utilised. For example, a conference might be attended by delegates, televised at a later date and the issues raised reported in local or regional press and posted on the Internet.

2.4. Media Plan

The Media Plan described in Annex I, point 2 should specify how the following aspects of the project are to be achieved:

— Implementation: how will the project be planned, managed, and kept within budget? What timescales are envisaged? It is assumed that Commission staff will play a visible role in the finished project,

— Message delivery: which message(s) will the project deliver? To which audiences? Which media will be utilised and how?

— Measurement of effectiveness: preference will be given to proposals which allow for measuring how effectively messages have been communicated (for example, how much an audience has appreciated a seminar or radio programme, rather than just the size of the audience; the advisability of covering an issue on the Internet, rather than the extent of the coverage).

The Commission accepts that for smaller projects (costing up to EUR 30 000), ex post evaluation is optional.

3. ELIGIBILITY, SELECTION AND AWARD CRITERIA

Applicants should carefully read Commission Regulation (EC) No 2208/2002, in particular the eligibility criteria, the grounds for disqualifying certain applicants (Articles 4 and 5) and the selection and award criteria (Article 6). Applicants should also read carefully Article 94 of Regulation (EC, Euratom) No 1605/2002, which deals with conflicts of interest, and the criteria set out in Annexes I and II to this call for proposals. The media plan and the budget are key factors in the decision to award a grant. The method for evaluating applications is set out in Annex IV to this call for proposals.

Annual work programmes and individual measures may not commence before 1 April 2004 or end after 31 March 2005 (including preparation and follow-up).

The Commission reserves the right not to accept all the measures proposed under an annual work programme, but to assess each measure separately.

4. FINANCING

The contribution from the Commission is limited to 50 % of total eligible costs. In exceptional cases, as defined in Annex II to this call for proposals, this may rise to 75 % on the terms laid down in Article 7(2) of Commission Regulation (EC) No 2208/2002.
The rules governing eligible costs are laid down in Annex III to this call for proposals. The General Terms and Conditions applicable to grant agreements of the European Communities apply by default. The said terms and conditions can be found in the Annex to the pdf document available on the Commission’s website at the following address:

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

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 PRESENTING APPLICATIONS

5.1. How to prepare an application

Applications for financing and budgets should be submitted in one of the official languages of the Community. A summary in English or French may be included. Special application forms should be used which are available on the following web page:

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

Before applying, applicants should read Council Regulation (EC) No 814/2000 and Commission Regulation (EC) No 2208/2002 carefully (these Regulations are available in all the Community languages on the above webpage; use the link to the language of your choice at the top of the page).

5.2. How and when to send an application

1. Send one copy of the completed form (1), signed and dated (the postmark on the envelope being taken as proof of the date of sending), with the supporting documents, by registered post with acknowledgement of receipt, to the following address by 17 October 2003 (deadline for sending applications to the Commission):

   European Commission
   Unit AGRI.B.1
   For attention Mr E. Leguen de Lacroix
   L130 4/148A
   B-1049 Brussels

2. At the same time — not later than 24.00 on 17 October 2003 — send an electronic copy to the following address:

   AGRI-GRANTS@cec.eu.int

5.3. Timetable and procedure followed by the Commission for dealing with your application

Applications will be dealt with by a specially created Selection Committee as follows:

— applications received and logged in by Commission departments,
— proposals considered by Commission departments,
— planned date of closure of the award procedure: 31 March 2004.

Applicants selected for a grant will receive a grant agreement, denominated in euros, specifying the conditions and level of financing.

(1) See Annex I, Point 1.6(b).
ANNEX I

SUBMISSION AND CONTENT OF APPLICATIONS FOR FUNDING

1. Eligibility requirements for annual work programmes and specific information measures

1.1. Work programmes involving an application for a grant of less than EUR 50 000 or more than EUR 500 000 will be disqualified. The specific measures constituting each programme must comply with the limits shown at 1.2.

1.2. Specific measures involving an application for a grant of less than EUR 12 500 or more than EUR 100 000 will be disqualified.

1.3. Work programmes and specific measures will be disqualified if they are to be prepared, implemented, monitored or evaluated outside the period laid down in the call for proposals under which they have been submitted.

1.4. Not more than one work programme or one specific measure may be received from any applicant in one marketing year.

1.5. Apart from the measures listed in Article 2(3) of Regulation (EC) No 814/2000, the following are not eligible:

(a) profit-making measures;

(b) general assemblies or statutory meetings.

1.6. Applications for funding must:

(a) be correctly filled in;

(b) be sent, by registered post with acknowledgement of receipt, as a single copy on paper, signed and dated (as witnessed by the postmark) by the person responsible for the measure, using the original of the funding application forms, to the address indicated in the call for proposals; where all or part of the measure is to be implemented outside the Community, an additional copy must be supplied;

(c) be sent on electronic media to the address indicated at 5.2 of the call for proposals;

(d) be drawn up in one of the official languages of the European Communities. Ideally, a brief description of the project in English or French should be included;

(e) include the media plan, the budget and the documents referred to at 2, 3 and 4 below.

2. Media plan

A media plan for the information measure must be attached to the application, containing in particular:

(a) the detailed programme of each measure specifying, inter alia, the particular subjects to be dealt with, the structure of the event or publication, and, where possible, the names and vocational experience of the contributors and the subjects they are to deal with and, lastly, the planned timetable;

(b) the ex ante evaluation showing the information requirements identified and the feasibility of the project;

(c) the main messages to be put across by the measure;

(d) the target audience(s);

(e) which means of communication are to be used and how;

(f) a detailed plan for ex post evaluation, in particular the expected impact of dissemination.

For measures with a budget of EUR 30 000 or less, point (f) is optional.
3. Budget

3.1. Both the revenue side and the expenditure side of the forward budget must be:

(a) drawn up in euros using the original documents provided on the website indicated at 5.1 of the call for proposals;
(b) broken down by measure;
(c) dated and signed both on the revenue side and on the expenditure side.

3.2. In addition, the forward budget must:

(a) be balanced and free of errors. However, errors equivalent to no more than 1 % of the total budget for the measure, and in no case exceeding EUR 1 000, may be tolerated provided they are corrected by the time any grant agreement is signed;
(b) be sufficiently detailed to allow the proposed measures to be identified, monitored and checked;
(c) indicate the calculations and specifications used in drawing it up;
(d) be presented without VAT if the applicant is subject to VAT and entitled to deduct it;
(e) include on the revenue side:
   — the direct contribution from the applicant;
   — details of any contributions from other providers of funds;
   — all revenue generated by the project, including, where appropriate, the fees required of participants;
   — the requested Commission funding, where appropriate broken down by application submitted to the Commission;
(f) where subcontractors are to be used, give the information requested at 4(d) below for each subcontractor;
(g) where the contract is for an amount of more than EUR 10 000, the applicant must present to the Commission at least three tenders showing that the supplier/subcontractor selected represents the best value for money and must justify that choice where the tender selected is not the cheapest; the subcontractor is subject to the same rules as the beneficiary.

4. Documents to be attached to the application

(a) The applicant’s articles of association and most recent general report plus, where applicable, the organisation chart and the rules of procedure, if these are referred to in the articles of association, and, where applicable, the articles of association of each partner.

(b) Any documents proving that the applicant is not in one of the situations listed in Article 5 of Regulation (EC) No 2208/2002, in particular a recent extract from the judicial record or, failing this, an equivalent document issued by the judicial or administrative authority in the country of origin or residence, to the effect that those requirements are satisfied plus, as regards the payment of social security contributions or taxes, a recent certificate issued by the competent authority in the Member State concerned.

(c) Balance sheets and annual accounts for the last two financial years and, for applications with a budget of more than EUR 300 000, the report from a recent external audit of the annual accounts.

(d) Any document proving the financial, technical and professional capacity of the applicant and, in particular, experience of those responsible for the measure, the average annual staff complement, and a description of the measures implemented over the last two years.

(e) In the event of contributions from other providers of funds, proof of such contributions (which must consist at least of an official attestation of financing from each of the expected providers).
ANNEX II

SELECTION AND AWARD CRITERIA AS REFERRED TO IN ARTICLE 6 OF REGULATION (EC) No 2208/2002

I. SELECTION CRITERIA

1. The technical capacity of applicants and, where applicable, of the partners, in particular in the light of:

   — their experience of the subject,
   — their experience of managing projects of the type concerned,
   — the qualifications of their staff,
   — the experience and qualifications of the partners regarding projects of the type concerned.

2. Financial capacity will be assessed, in particular, on the basis of:

   — the proportional relationship between the measure and the applicant's annual budget or turnover,
   — diversification of sources of income,
   — the ratio of the budget for the measure to the applicant's net worth.

II. AWARD CRITERIA

A. Quality

The quality of the project will be evaluated on the basis in particular of the media plan specified at 2 of Annex I and whether the budget submitted is reasonable, in the light of the following criteria:

1. 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 cover the priority topics set out in the call for proposals,
   — the detailed programme for each measure, as referred to in point 2(a) of Annex I,
   — the match between the measures proposed by the applicant and the financial and human resources envisaged.

2. The Community dimension and value added are to be appraised, in particular, in the light of:

   — the number of countries covered by the measure,
   — the number, representativeness and type of beneficiaries in relation to the type of measure,
   — the number and representativeness of the organisations — not including subcontractors — involved in drawing up, implementing and disseminating the measure.

3. The dissemination policy chosen will be assessed, in particular, in the light of:

   — the messages to be put across and the target audiences,
   — the media used and their role,
   — the dissemination channels used (in particular the press, radio and television, Internet, direct distribution).
4. **The evaluation of the measures** will be appraised, in particular, in the light of:

— the quality of the *ex ante* evaluation,
— the quality of the *ex post* evaluation,
— the techniques used (surveys, questionnaires, statistics, etc.) to measure the impact of the messages sent,
— the expected results.

5. **The extent to which the budget submitted is reasonable** is to be appraised for each measure, in particular, in the light of the costs given for each item, with reference to the type of measure, the best market conditions and the rates and scales laid down by the Commission and made available at the Internet address indicated in the call for proposals.

B. **Cost effectiveness**

The cost effectiveness of a measure, as measured by dividing the amount of the grant applied for by the total number of points awarded for award criteria 1 to 5 as set out in Annex IV, will be assessed in the light of the type of measure.

III. **EXCEPTIONAL MEASURES**

A measure will be recognised as being of exceptional interest, as referred to in Article 7(2) of Regulation (EC) No 2208/2002, if it is awarded at least 75% for award criteria 1 to 5 as set out in Annex IV.

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**ANNEX III**

**COSTS**

1. To be eligible, costs must:

   (a) arise directly from the measure (preparation, implementation, monitoring, dissemination and evaluation);

   (b) be essential for the implementation of the measure and reflect the best terms available on the market;

   (c) have actually been incurred, i.e. correspond to payments supported by receipted invoices or documents of equivalent probative value, 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 must be specified on the revenue side of the forward budget and the final accounts under ‘Other contributions’;

   (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.),
— 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 drawing up the final account:

a) costs must be supported by the original supporting documents (tickets, boarding cards, invoices, salary statements, etc.) as shown in the table below.

Where beneficiaries are required to keep originals for their own accounts, they may provide copies, provided the person who signed the grant agreement certifies on each copy that it is an exact copy of the original. Poor quality copies will not be taken into consideration.

All invoices must be made out in due and proper form in accordance with the legislation or rules of the country concerned and must specify the amount and percentage of VAT.

b) Invoices relating to subcontracted services will be taken into account only where such subcontracting is provided for in the grant agreement.

<table>
<thead>
<tr>
<th>Category of expenditure</th>
<th>Eligible</th>
<th>Supporting document required</th>
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<tbody>
<tr>
<td>Staff costs</td>
<td>1. Employees</td>
<td>— Salary statement for the month in which the work was carried out.</td>
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<td>— Any document from an official source for the calculation of any employers’ contributions not included in the salary statement.</td>
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<td>— Time sheet showing the name and function of the employee, describing the task performed and the time taken. Time sheets must be signed by the employee and the person responsible for the measure and must make it possible easily to identify the tasks relating to the measure being financed.</td>
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<td>— Detailed calculation of the daily rate.</td>
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<td>2. Self-employed persons</td>
<td>Invoice</td>
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<tr>
<td>Transport costs</td>
<td>Booking fees and the cost of second-class travel using the shortest route (!)</td>
<td>Ticket</td>
</tr>
<tr>
<td>Air</td>
<td>Booking fees and the cost of air travel for return journeys of more than 800 km, in economy class, using the lowest available promotional fare (APEX, PEX, Excursion, etc.).</td>
<td>Ticket, boarding cards and travel agency invoice</td>
</tr>
<tr>
<td>Coach and other public means of transport (!)</td>
<td>Intercity travel by the shortest route</td>
<td>Ticket</td>
</tr>
<tr>
<td>Private car (!)</td>
<td>For a return journey of up to 300 kilometres, an allowance of 0.25 per kilometre</td>
<td>A signed statement by the user giving the date, time and place of departure and return, the distance covered in kilometres, the names of passengers, the licence plate number and the reason for the journey.</td>
</tr>
<tr>
<td>Category of expenditure</td>
<td>Eligible</td>
<td>Supporting document required</td>
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<tr>
<td>Accommodation and meals</td>
<td>Daily allowance up to a flat-rate amount to be obtained at the Internet address given in the call for proposals. That amount is established per country. The fractions of the daily allowance payable are as follows:</td>
<td>In order for this allowance to be reimbursed, the hotel bill must be presented. This bill should state the name of the person and the number of nights. If the bill relates to a group, the same information must be given.</td>
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</table>
|                        | £\( \leq 6 \text{ h} \): \(\frac{1}{4}\)  
|                        | > 6 h \( \leq 12 \text{ h} \): \(\frac{1}{2}\)  
|                        | > 12 h \( \leq 24 \text{ h} \): 1  
|                        | > 24 h \( \leq 30 \text{ h} \): \(\frac{1}{2}\)  
|                        | > 30 h \( \leq 42 \text{ h} \): 2, etc.  
|                        | Hours are calculated from the beginning of the outward journey until the beginning of the return journey. |                                                                                             |
| Interpretation and translation | 1. Employees  
|                        | 2. Self-employed persons | See the supporting documents required for staff costs, up to a maximum amount per day for interpreting and per page for translating. |
| Consultants’ and speakers’ fees (4) | Up to a maximum amount to be obtained at the Internet address given in the call for proposals. | Invoice |
| Hire of conference halls and equipment | | Invoice |
| Postage costs other than general expenditure (5) | Publication | Invoice |
| Bank guarantee for advance payment | | A statement issued by the bank showing the cost of the bank guarantee debited to the date of the final account. The costs relating to the period from that date until the date on which the Commission releases the bank guarantee may be charged on the basis of a monthly estimate provided by the bank. |
| Contingencies | Up to 5 % of the direct eligible costs | Whichever documents are required for the expenditure concerned. |
| Overheads (6) | Up to 4 % of direct eligible costs, including the contingency reserve, to cover the cost of consumables, supplies and other costs (including telephone, fax, couriers, Internet, photocopies and all office supplies) | A note explaining the calculation used to charge this expenditure, based on the following method:  
1. calculation of the relative value, expressed as a percentage, of the total amount of the budget for the measure in relation to the beneficiary's total annual turnover;  
2. this rate will be applied to all the beneficiary's overheads (see type of overheads eligible) and capped at 4 % of direct eligible costs. |

(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.
(4) 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.
(5) Ordinary postage costs (correspondence, sending invitations, etc.) are not eligible as such, since they are included under general expenditure.
(6) Overheads are ineligible where the beneficiary is in receipt of other grants covering operating costs from the European Commission.
ANNEX IV

EVALUATION FORM

Dossier No:
Applicant:
Title of measure:
Type of measure:
Implemented on:

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Coefficient</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>I. SELECTION CRITERIA</strong></td>
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<tr>
<td>1. Technical capacity</td>
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<tr>
<td>1.1. Experience of the subject (*)</td>
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<tr>
<td>1.2. Experience of managing projects of the type concerned (*)</td>
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<td></td>
</tr>
<tr>
<td>1.3. Qualifications of the staff (*)</td>
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<tr>
<td><strong>Total: point 1</strong></td>
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<td>/20</td>
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<tr>
<td><strong>II. AWARD CRITERIA</strong></td>
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<tr>
<td>A. Quality</td>
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<tr>
<td>1. Relevance and general interest of the measure</td>
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<tr>
<td>1.1. 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</td>
<td>1</td>
<td>/5</td>
<td></td>
</tr>
<tr>
<td>1.2. Detailed programme for each measure</td>
<td>2</td>
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<tr>
<td>1.3. Match between the measures proposed by the applicant and the financial and human resources envisaged</td>
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<tr>
<td>2. Community dimension and value added</td>
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<tr>
<td>2.1. Number of countries covered by the measure</td>
<td>1</td>
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<td>2.2. Number, representativeness and type of beneficiaries in relation to the type of measure</td>
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<td>2.3. Number and representativeness of the organisations involved in drawing up, implementing and disseminating the measure</td>
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<td>3. Dissemination policy chosen</td>
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<tr>
<td>3.1. Messages to be put across and the target audiences</td>
<td>2</td>
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<tr>
<td>3.2. The media used (in particular the press, radio and television, Internet and direct distribution)</td>
<td>2</td>
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<td><strong>Total: point 3</strong></td>
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</table>
### EXPLANATORY NOTE ON ANNEX IV TO CALL FOR PROPOSALS No 2002/C 310/15

1. **Evaluation of the measures**
   - 4.1. Quality of the *ex ante* and, where applicable, *ex post* evaluation
   - 4.2. Techniques used (surveys, questionnaires, statistics, etc.) to measure the impact of the messages sent

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Coefficient</th>
<th>Total</th>
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**Total: point 4** /20

2. **Whether the budget presented is reasonable**
   - 5.1. Costs given for each item
   - 5.2. Compliance with scales laid down by the Commission and best market conditions

<table>
<thead>
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<th>Description</th>
<th>Points</th>
<th>Coefficient</th>
<th>Total</th>
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<td></td>
<td>2</td>
<td>/10</td>
<td></td>
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</tbody>
</table>

**Total: point 5** /20

**Total: quality (A.1 + A.2 + A.3 + A.4 + A.5)**

3. **Cost effectiveness:** The cost effectiveness of a measure, as measured by dividing the amount of the grant applied for by the total number of points awarded for award criteria 1 to 5, is assessed in the light of the type of measure.

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Coefficient</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>/10</td>
<td></td>
</tr>
</tbody>
</table>

**Total: quality (A.1 + A.2 + A.3 + A.4 + A.5)** /100

Conclusions of the evaluator:

Signature of the evaluator:

Name:

Date:

(*) Including, where applicable, that of the partners.

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### EXPLANATORY NOTE ON ANNEX IV TO CALL FOR PROPOSALS No 2002/C 310/15

1. **Evaluation of the selection and award criteria:**
   - Points are awarded as follows for evaluation purposes:
     - 1 = Poor
     - 2 = Insufficient
     - 3 = Good
     - 4 = Very good
     - 5 = Excellent

2. **Minimum acceptable rating for each of the selection and award criteria (A: Quality and B: Cost effectiveness):** 60/100.
   - The Commission may raise the minimum acceptable rating in the light of the budget resources available.