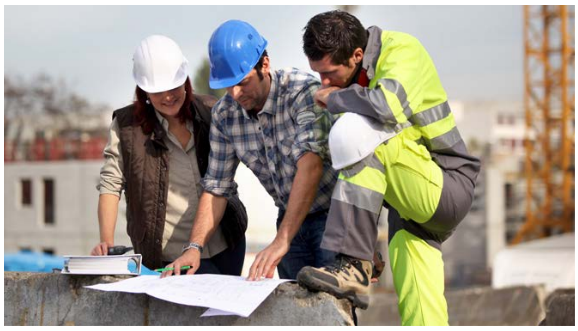
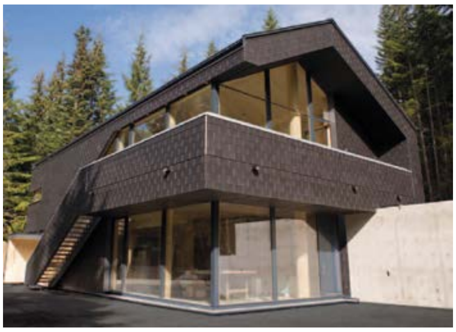
INTELLIGENT ENERGY EUROPE

Guide for Proposers v1.0 July 2013

Call for Proposals 2013

Call identifier: CIP-IEE-2013





BUILD UP Skills – Qualification and training schemes (Pillar II)

[CIP-IEE-PROMO-BWI]

Deadline: **Thursday 28 November 2013, 17:00** (Brussels local time)

For further information: http://ec.europa.eu/intelligentenergy

BUILD UP Skills is the EU's Initiative on Training and Qualification of the Building Workforce

Important Notice:

Please read this guide carefully

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Important Notice:

This Guide is based on the rules and conditions contained in the legal documents relating to the Competitiveness and Innovation Programme (CIP) and the Intelligent Energy-Europe (IEE) programme (2007-2013), in particular its Annual Work Programme 2013.

The Guide does not in itself have legal value, and thus does not supersede these documents.

0. QUICK GUIDE TO THE ELECTRONIC SUBMISSION SYSTEM OF THE EUROPEAN COMMISSION (WEB APPLICATION)

All proposals must be submitted by the coordinator of the consortium using the web based electronic submission system of the European Commission.

To reach the web based system, please use the link given on the Call web page: http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

The link will automatically re-direct you to the relevant funding scheme for your proposal which is located in the 'Research & Innovation Participant Portal' of the European Commission.

To access the system, users must have an account with the European Commission (ECAS – European Commission Authentication Service), as the system does not issue passwords.

To create an account with the European Commission follow this link:
https://webgate.ec.europa.eu/cas/eim/external/register.cgi

Upon accessing the Participant Portal, assistance is available if you have technical problems with the software or simply need help understanding the call. Full instructions are in the User Manual for the electronic submission system which is available in the Participant Portal and there is a help-desk facility details for which can be found both within the system and on the Call web page.

All the data that you upload is securely stored on a server to which only the coordinator and partners in the proposal have access. This data is encrypted until the close of the call. Following the submission deadline, information submitted to the electronic submission system can be reviewed in read-only mode by the coordinator and participants.

The following table highlights the differences in the electronic submission system between a coordinator and partner:

As **co-ordinator** you can:	As **partner** you can:
– Select the Call and register as interested in submitting a proposal – Set-up and modify your consortium by adding/removing partners – Complete all of Part A of the proposal – Download the application document templates (for writing and preparing Part B, C and annexes) – Up-load the application documents (Part B, Part C and annexes) – "Submit" the complete proposal	– View the whole proposal – Complete your own section A2 (participant data)

Only the coordinator is authorised to submit the proposal.

Beware: Your proposal consists of a number of parts: namely Part A, Part B, Part C and annexes. Completing the on-line forms and uploading the documents does **NOT** yet mean that your proposal is submitted. Submission is deemed to occur only at the moment when the proposal co-ordinator completes the last step of the submission sequence. If you wait until too near the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.

- ➲ Once you have a consolidated version of the proposal, you must press 'submit'. Note that 'submit' only <u>starts</u> the final steps for submission.
- ➲ The system performs a limited automatic validation of the proposal. A list of any problems such as missing data, wrong file format or excessive file size will then appear on the screen.

- Submission is blocked until these problems are corrected. When corrected, the coordinator must again press 'submit', making any further corrections, until the system proceeds to the final step: the 'proposal submitted page' where a message indicating that the proposal has been received is displayed.
- The electronic submission system also sends a submission confirmation e-mail to the proposal co-ordinator. Beware: the e-mail can end up in the spam folder or be blocked by the anti-spam system of your organisation.
- An official acknowledgement of receipt will also be sent at a later stage.

IMPORTANT:

→ Call deadlines are absolutely firm and are strictly enforced. In order to avoid the risk of a failed submission due to the time required for uploading files or due to validation errors, do not wait to the last hours to submit your application.

→ Uploading annexes (see Section V of this guide) will take time, depending on the size of your consortium. Upload them well in advance.

→ When converting Part C from XLS into PDF make sure that you convert the whole workbook and not only the worksheet you are currently in.

→ Try out all steps well in advance to make sure that you know the system.

→ You must always log on to the system with the same ECAS account – otherwise you will not see your proposal in the system.

→ Use the advantages of the electronic submission system: before the deadline, the system allows you to 'submit' your proposal at any time – you can update and replace the uploaded documents any time up to the deadline. Beware: for any changes to be included in your submitted proposal you <u>must</u> always complete the last step of the submission sequence.

→ When you work in the electronic submission system: save early and often. The time out of the system is 13 hours, but it is recommended to save your forms regularly. Note that the validation process does not save your forms, you must use 'save and close'.

→ Before you start uploading documents, note:

- File names can only contain Latin letters (A-Z, a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.). They <u>cannot</u> contain any special characters. Spaces will be converted to underscore.
- Part B filename should be: IEE-13-ACRONYM.
- Part C filename should be: IEE-13-ACRONYM-PartC.
- Annex Filenames should also follow strict instructions – refer to Section V.

I. INTRODUCTION

1. Intelligent Energy – Europe (IEE) 2007-2013

The 2007-2013 the Intelligent Energy - Europe (IEE) programme forms part of the EU's **Competitiveness and Innovation framework Programme (CIP**). Its global budget of €730 million is mostly used to support European actions under annual calls for proposals. Funding may cover up to 75% of the eligible costs.

The objective of the IEE programme is to contribute to secure, sustainable and competitively priced energy for Europe.

By improving energy efficiency and encouraging the wider uptake of new and renewable energies, the IEE programme aims to boost actions which will help achieve the EU's targets, including measures to:

- foster energy efficiency and the rational use of energy resources;
- promote new and renewable energy sources and to support the diversification of energy sources;
- promote energy efficiency and the use of new and renewable energy sources in transport.

The IEE programme has become the main Community instrument to tackle non-technological barriers to the efficient use of energy and the greater use of new and renewable energy sources.

IEE should also help with faster and smooth implementation of energy-specific legislation.

In particular it is expected to contribute to reaching the targets set by the European Union: 20% reduction in greenhouse gases emissions, 20% of energy savings compared to projections, and a share of 20% of renewable energies by 2020.

More information on the CIP: http://ec.europa.eu/cip/index_en.htm

2. Which type of actions does IEE fund?

The IEE is looking for convincing ideas to achieve EU 2020 targets.

Actions should produce a significant impact in terms of energy efficiency gains and/or renewable energies uptake. They may include for instance: knowledge transfer from one part of the European Union to another on how to do something or how to improve processes; helping the different decision making organisations understand each other better; building capacity among the various stakeholders; building confidence and understanding in the market which is essential to market growth.

The expectation is that chosen actions will act as catalysts and replication of success, triggering decisions to invest in energy efficient technologies and renewable energy sources. It is important that what is done well in one country or region can be transferred to other countries and regions. Actions with high visibility, making intelligent energy technologies and practises as widely available as possible and creating the right market conditions for their use will interest the IEE, as will those which identify where the market is failing and address those failures.

The strength of IEE lies in bringing people of different countries, experience, skills, responsibilities and cultures together, to work on a common challenge in a way that continues to have a positive impact after the action is over.

Actions must fit with the annual priorities listed in the Call for Proposals 2013.

3. And what will not receive IEE funding?

Basic research, technology development, and hardware investments will not be funded. The IEE programme might not be suitable for you if:

- Your action has a high research and development component: Go to the website of the 7th Framework Programme for Research & Development (http://cordis.europa.eu/home_en.html).
- Your action aims at the replication of an eco-innovative process, service, product or technology with environmental benefits - but does not focus on energy: Go to the CIP Eco-innovation website (http://ec.europa.eu/environment/eco-innovation).

4. The Executive Agency for Competitiveness & Innovation - EACI

The Executive Agency for Competitiveness & Innovation (EACI) implements the Intelligent Energy - Europe programme. It was created in 2003 as the first of a number of new Executive Agencies by the European Commission to put policies into action more efficiently and with improved results, helping the Commission concentrate on its policy-making and institutional tasks. Since 2007[1], the EACI is in charge of managing parts of the Competitiveness & Innovation Programme (CIP).

The EACI launches the Call, selects and monitors the actions funded under the IEE programme. Substantial efforts are dedicated to disseminate the results and best practices from IEE actions. This gives the programme a sharper focus and greater visibility.

In the execution of the programme, the EACI works in close collaboration with its parent Directorates General: Energy, Transport, Enterprise and Environment.

5. Before you start

Optimise your chances – only high quality proposals will have a chance to get funding! This Guide for Proposers helps you to complete your application. However, regarding the content of your proposal, you should consult and benefit from the various sources of information:

- Read carefully the Call for Proposals 2013 and the Work Programme of the Intelligent Energy – Europe programme to find out which actions and priorities may be funded and the conditions to apply, the evaluation criteria, and how to submit your proposal (see reference list below).
- Coordinators: Please remind your partners to read carefully this Guide for Proposers – not only the 'ready-to-fill' Application Forms as they do not contain the instructions and guidelines. Look carefully at the Call 2013 priorities to make sure the idea behind your action fits.
- In addition to the frequently asked questions (FAQ) included in this guide for proposers, you might also want to have a look at the FAQ of the main call for proposals (http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/faq-intelligent-energy/index_en.htm). Further information is also provided by the EACI http://ec.europa.eu/energy/intelligent/contact/specialists/index_en.htm) or your IEE National Contact Point (http://ec.europa.eu/energy/intelligent/contact/national_en.htm) in your country.
- Subscribe to our News Alerts to automatically receive the latest news and updates.
- Investigate thoroughly the state-of-the-art.
- Refer to background documents related to the IEE programme and the current EU energy policies on renewables and energy efficiency (see the following section).

[1] Commission Decision 2007/372/EC of 31 May 2007 amending Decision 2004/20/EC in order to transform the "Intelligent Energy Executive Agency" into the "Executive Agency for Competitiveness and Innovation", OJEU L142/52 of 1.6.2007

6. Background documents and information

IEE programme and Call documents

- **Essential for your proposal**: Intelligent Energy - Europe II Work Programme 2013 & Call for Proposals 2013
- **You would like to know the contractual modalities**: Look at the model Grant Agreement for promotion and dissemination actions of the "Intelligent Energy – Europe" Programme
- **Details on eligibility of cost, time sheets and future reporting**: can be found in the Financial Guidelines for the Intelligent Energy Europe II (2007 – 2013) grant agreements
- **Legal Background**: Decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013)

all available at: http://ec.europa.eu/energy/intelligent/

- **EU energy related policy initiatives and legislation**: can be found extensively at http://ec.europa.eu/energy/index_en.htm

BUILD UP Skills Initiative

- Relevant information from **BUILD UP Skills projects** funded under **Pillar I;** in particular the documents related to the national **status quo analysis** reports and the **national roadmaps**:

  http://www.buildupskills.eu/

EU activities on qualification, identification of skills needs

- **Information on the European Qualification Framework (EQF)**: http://ec.europa.eu/education/lifelong-learning-policy/doc44_en.htm
- **CEDEFOP, the European Centre for the Development of Vocational Training:** Identifying skills needs, http://www.cedefop.europa.eu/EN/identifying-skills-needs/index.aspx, and the report on green skills, http://www.cedefop.europa.eu/EN/publications/16439.aspx
- **Glossary on terms related to Quality in Training (EN / FR), CEDEFOP 2011,** http://www.cedefop.europa.eu/EN/Files/4106_en.pdf
- **Directorate-General for Employment, Social Affairs and Inclusion:** New Skills for new jobs, http://ec.europa.eu/social/main.jsp?catId=822&langId=en.

7. You apply to the IEE programme – what happens with your proposal?

▼ December 2012

Publication of the call for proposals

The IEE programme publishes annual work programmes which define the funding rules and priorities. The Call for Proposals 2013 implements the 2013 work programme of the Intelligent Energy – Europe programme. You will find it on the IEE website. The call for proposals informs you on the political priorities, the objectives and the specific fields, the arrangements for the submission of applications as well as the eligibility, selection and award criteria. Applications must use the application forms and be complete.

Deadline ▼ 28th November 2013, 17:00 CET

How do we 'receive' your proposal?

You submit your proposal via the Electronic Submission System of the European Commission. Proposals arriving to the EACI by any other means will not be accepted. Regarding the Pillar II of BUILD UP Skills, closing of receipt is 17:00 (Brussels local time) on Tuesday 28th November 2013. No submission beyond this deadline can be done. A committee checks whether your proposal fulfils the formal requirements, namely that your application was submitted before the closing date. Applications which do not satisfy the formal requirements are rejected at this stage.

▼ December 2013-February 2014

Evaluation of your proposal

Your proposal will be evaluated by an evaluation committee on the basis of the eligibility, selection and award criteria announced in the Call for Proposals 2013. Independent external experts assist the evaluation committee by providing a technical advisory opinion. Based on the evaluation, the committee draws up a ranking list which is submitted for approval to the Director of the EACI.

▼ March 2014

Information on your result

Upon approval of the Director, applicants are informed of the results of the evaluation. The Coordinator of the proposal will receive a summary report on the conclusions of the evaluation of his/her proposal. Some proposers might be informed that their proposal is placed on a reserve list, due to budgetary constraints.

▼March - May 2014

Negotiation of your proposal (if successful)

If your proposal was recommended for funding, you will be invited for negotiation. In this process, the EACI will clarify with you the detailed technical and financial aspects of the proposal based on the conclusions of the evaluation. Proposals on the reserve list might be invited for negotiations, should budgetary possibilities exist at a later stage of the process.

▼

Internal consultation of other Commission services

Other services within the European Commission are consulted in order to make sure that the action in question is not already financed by the EU.

▼ May - June 2014

Your grant agreement is drawn up

Once your negotiations are successfully completed, i.e. the exact amounts and contents for your proposal are set and approved by the EACI services, your grant agreement can be drawn up.

▼ June – July 2014

Start of your action and follow up of your grant agreement

The grant agreement is duly signed by both parties and the action can start. EACI staff (project and financial officers) is responsible for the monitoring of your action.

▼

Ex-post publication

All grants awarded in the course of a financial year are published on the Internet site of the IEE programme during the first of the year following the Call for Proposals.

8. Submission deadline and how to submit

Proposals must be submitted using the Electronic Submission System of the European Commission. All parts of the proposal (Part A, Part B, Part C and Annexes) must be completed. The application forms and templates are available within the electronic submission system, which is a web application.

The deadline for submission is Thursday 28th November 2013 – 17.00 Brussels local time.

9. Language of your application

The application should preferably be submitted in English. If the proposal is written in a Community language other than English, you must provide a translation of the summary in English. It is also recommended to include an English summary of all sections of Part B of the proposal.

Note that the reporting and a large part of the communication with the EACI will have to be in English.

10. Checklist for your eligibility criteria

- ❒ Your proposal must be submitted on time.
- ❒ All participants are private or public legal entities.
- ❒ All participants are established on the territories of EU-27 or in countries having taken the necessary steps to join the programme (Norway, Iceland, Croatia, Liechtenstein and the Former Yugoslav Republic of Macedonia). Up-to-date information on which countries are part of the programme is available on the programme website - please check regularly our website http://ec.europa.eu/energy/intelligent/call_for_proposals/index_en.htm
- ❒ The proposal is submitted by a team of independent legal entities ("participants") established on the territory of one or more countries participating in the IEE Programme.
- ❒ The proposal is complete.
- ❒ All participants have filled in, dated and signed the 'Declaration of applicants' in view of the exclusion criteria.
- ❒ The proposal relates to the priority BUILD UP Skills Pillar II (Qualification and training schemes) of the Call for Proposals 2013, which in the Electronic Submission System has the code CIP-IEE-2013.4.5.

11. Application Forms ("Which forms to fill?")

The application forms are found in the electronic submission system of the European Commission which can be accessed via the link provided on the IEE website:
http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

From there you will automatically re-directed to the relevant funding scheme for your proposal in the 'Research & Innovation Participant Portal' of the European Commission.
There are 6 basic steps in the electronic submission system. The application forms are found upon reaching Step 5 'EDIT PROPOSAL'. They consist of the following parts:

Encode directly online

- **'Part A' (A1 Content, A2 Participants, A3 Budget):**

  Data must be encoded directly online
  Follow the instructions given directly in the web based system. An overview of how to complete Part A can be found in Section II of this Guide for Proposers and in the system User Manual which is available in the Participant Portal.

Upload 1 PDF file as

- **'Part B' – Detailed description of the action (Work programme):**

  1. Download and use the Part B template (RTF format) by clicking 'download templates'.
  2. Continue to use it in RTF or WORD format.
  3. Follow the structure and instructions of Section III of this Guide for Proposers.
  4. When you have finalised your work programme, convert it to PDF for upload.
  5. Before uploading, double-check that the final PDF version prints out correctly.

Upload 1 PDF file as

- **'Part C' – Detailed Budget:**

  1. Download and use the Part C template (EXCEL format) by pressing 'download templates'.
  2. Follow the instructions given on each worksheet. Additional details are included in Section IV of this Guide for Proposers.
  3. When you have finalised Part C, convert it to PDF for upload.
  4. Before uploading, double-check that you have converted all worksheets of Part C and that the final PDF version prints out correctly.

Upload a series of PDF/ZIP files as

- **'Annexes':**

  You must prepare a series of annexes as described in this Guide for Proposers. Some of them are based on templates that you need to download together with the templates for Part B and Part C (above), or from links indicated in this guide. Some of them are based on documents that you will provide directly from your organisation.

  You will upload them in the electronic submission system in PDF or ZIP format and with a file name as indicated in the instructions in Section V of this Guide for Proposers. Follow the instructions closely. Do <u>not</u> upload any other annexes than the ones required; they will not be evaluated.

→ Form A1 is to be filled by the Coordinator only
→ Form A2 is to be filled by each participant
→ Form A3 is to be filled by the Coordinator only
→ Only Coordinators can upload files into the electronic submission system – however all participants can view and download the uploaded files
→ The time out of the system is 13 hours, but it is recommended to save your forms regularly

II. INSTRUCTIONS FOR PART A – Online forms

The User Manual of the electronic submission system provides guidance on how to complete the forms. Further description of common nomenclature can also be found in Section C of this Guide for Proposers. The following presents an overview:

✓One on-line form per proposal

1. **Form A1**: Contains essential summary data on your proposal, such as title, keywords, abstract & major outputs/expected results.

   The correct topic for submitting proposals under the BUILD UP Skills Initiative is preselected in the form:

   CIP-IEE-2013.4.5 BUILD UP SKILLS

✓One on-line form per participant

2. **Form A2:** Contains essential data and information of each partner such as address, responsible technical/legal person, basic administrative data, and status of the organisation.

✓One on-line form per proposal

3. **Form A3:** Contains a summary budget based on Part C - the Detailed Budget. You must take the relevant data from the first worksheet of Part C (called 'A3 Form') and encode them directly in this online form. Make sure they are identical with your final version of your Part C! Note: In case of discrepancies the detailed financial information of Part C prevails.

   More details on the A3 form are given with in Section IV "Instructions for Part C - the detailed budget" in this Guide.

Short Guide to the PIC – Participant Identification Code:

The **PIC or Participant Identification Code** is a 9-digits unique code for the identification of validated legal entities of programmes. Participants with a validated PIC will not have to submit their legal and (in the future) financial information and supporting documents each time they submit a proposal or negotiate a grant agreement, but just their unique code - the PIC.

For this Call your organisation must have a PIC. This is a compulsory step - you cannot prepare and submit a proposal, nor can you participate as a partner in a proposal, without having a PIC.

If you do not yet have a PIC this can be obtained from the Unique Registration Facility of the European Commission's Directorate General for Research and Innovation which can be found in the 'Participants Portal' at: http://ec.europa.eu/research/participants/portal/page/myorganisations

You can also search to check if your organisation is already registered or not.

Please see in Section V of this guide the list of annexes to submit when using a non-validated PIC (i.e. a PIC provided by the URF but which is still to be validated).

III. INSTRUCTIONS FOR PART B – Detailed description of the action

The following instructions refer to Part B of the application form which is used for the detailed technical description of the action. Please follow some principal advice:

- Follow closely the structure for Part B (headlines, tables etc.) given in the application form. The forms are designed to correspond to the evaluation criteria which will be applied.
- Remember to keep to maximum page lengths where these are specified. It is in your interest to keep your text concise.
- Please bear in mind that your proposal should be self-explanatory and easy to understand. Its assessment will be based on your descriptions, not taking into account any information elsewhere (e.g. on websites etc.).
- Ensure that you and all your participants have read closely the Call for proposals 2013 and this Guide for Proposers.
- Ensure that information in all three parts of the application (A, B and C) is consistent.
- Maximise your chances: edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the position of an evaluator who only has a few hours to assess each proposal. Remind yourself again of the selection and award criteria given in the Call for Proposals. Arrange for your draft to be reviewed by experienced colleagues; use their advice to improve it before submission.

IIIa Expectations on "Qualification and training schemes" (Pillar II)

<u>Important Notice</u>: for a proper understating of a number of key terms used throughout this document, please read in advance the part "Key terminology" at the end of this section

1. Background on the "BUILD UP Skills" Initiative

The large contribution expected from the building sector to the 2020 energy and climate change objectives is a major challenge to the construction sector and to industry as a whole, which needs to be ready to deliver high energy performing renovations and as well as new (nearly zero energy) buildings. This calls for a major effort to increase the number of qualified workers in the market as well as for measures that facilitate decision making on energy related construction issues by building owners. As learning and gaining qualifications are "upstream" measures, it is now time to act so that a better qualified workforce will be in place to deliver by 2020. A substantial need for training and certification is also acknowledged by the RES Directive[2], Article 14(3), which includes an obligation on the Member States to make provision for the training and certification of installers. The recast of the Energy Performance in Building Directive[3], Article 8.1 calls for the setting of system requirements for proper installation of technical building systems. In addition, the Energy Efficiency Directive[4], article 4, requires that Member States prioritise the renovation of both public and private buildings, and this will ultimately contribute to boost the demand for the training of workers in energy efficiency and renewable energy technologies.

IEE therefore aims to unite forces to increase the number of qualified workers in the building workforce in Europe. This BUILD UP Skills Initiative will contribute to the objectives of the two flagship initiatives of the Commission's **"**Europe 2020**"** strategy[5] - **"**Resource efficient Europe**"** and **"**An Agenda for new skills and jobs**"**. It will also enhance interactions with the existing structures and funding instruments like the European Social Fund and the Lifelong Learning Programme. Inputs to help formulate this Initiative were provided by an ex-ante evaluation of the initiative carried out by external experts for the Commission[6].

The Initiative focuses on the **continuing or further education and training[7] of on-site / workers in the field of buildings**, strengthening the qualifications of craftsmen, construction workers, systems installers, etc. after their initial, compulsory education and training or after they have entered working life. It may also include training and qualifications for currently unemployed workers.

The BUILD UP Skills Initiative has **two main pillars**:

I. National qualification platforms and roadmaps to 2020, and

II. Qualification and training schemes (**<u>the object of this guide for proposers)</u>**

[2] Directive 2009/28/EC of the European Parliament and of the Council of 23 April 2009 on the promotion of the use of energy from renewable sources.
[3] Directive 2010/31/EU of the European Parliament and of the Council of 19 May 2010 on the energy performance of buildings.
[4] Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency.
[5] COM(2010)2020 of 3.3.2010 "Europe 2020 – A strategy for smart, sustainable and inclusive growth", Communication from the Commission.
[6] This evaluation considered a proposed initiative under the IEE programme to address the perceived lack of skills related to inter alia the installation, maintenance and inspection of RES and EE equipment in buildings.
[7] Definition according to the Glossary on quality in training, CEDEFOP 2011, page 39, http://www.cedefop.europa.eu/EN/Files/4106_en.pdf: Education or training after initial education and training – or after entry into working life aimed at helping individuals to improve or update their knowledge and/or skills; to acquire new skills for a career move or retraining; to continue their personal or professional development.

Pillar II fully builds on Pillar I. Therefore the strategic work of Pillar I was first launched (in Calls 2011 and 2012) and now, as the work on Pillar I has been completed in many European countries and is well under way in others, with Pillar II the implementation of measures identified in these roadmaps can be supported.

Linking your proposal to BUILD UP Skills Pillar I (National Qualification platforms and roadmaps)

For BUILD UP Skills Pillar I, national qualification platforms and roadmaps to 2020, 30 national actions are being funded with the aim to establish national roadmaps for achieving the 2020 energy targets as regards the continuing education and training of the workforce in the building sector.

The first 21 projects[8] completed their roadmaps and finished their Pillar I project April-May 2013. Another 9 projects[9] started in June 2012. Their national roadmaps are expected to be ready in summer 2013 and the projects run until the end of November 2013.

The key steps of the projects funded under Pillar I "National qualification platforms and roadmaps to 2020" are:

- Initiation of the national qualification **platforms** that bring together all relevant stakeholders;
- **Analysis of the national status quo**: frame and quantify the need for qualified workers in the building sector in each Member State by 2020 (and beyond);
- **Set up and endorsement** of **national** qualification **roadmaps** for achieving the 2020 energy targets as regards the continuing education and training of the workforce in the building sector;
- Active participation in the **European exchange activities.**

All projects mapped the national **status quo** regarding the building sector, its workforce, existing VET provisions regarding energy efficiency and renewables in buildings, the gap in terms of skills as well as the quantified need for skilled workers by 2020. National Status Quo reports of the first 21 countries are available on the BUILD UP Skills website.

The **roadmaps** should explain how to overcome barriers and identified skills gaps in the various professions in such a way that the 2020 targets in the building sector can be met. The roadmaps should be endorsed by relevant public authorities and national key stakeholders and should identify – according to the needs of the different sectors – priority measures (e.g. new qualification schemes and/or update of existing schemes) for each relevant profession to meet the defined targets.

The priority measures identified in these roadmaps (or equivalent national strategies) are therefore the basis for proposals to be submitted within Pillar II and any proposal submitted under BUILD UP Skills Pillar II (Qualification and training schemes) must demonstrate priority according to the national roadmap developed under Pillar I or equivalent (cf. Award criterion 1b).

Information on the BUILD UP Skills Pillar I projects can be found on the BUILD UP Skills website www.buildupskills.eu and the relevant national project websites. All stakeholders are welcome to take part in national platforms set up by the BUILD UP Skills projects.

Priority under BUILD UP Skills Pillar II "Qualification and training schemes"

Under the 2nd pillar of BUILD UP Skills "Qualification and training schemes" proposals for introducing new or upgrading existing qualification and training schemes for the targeted building workers (craftsmen and other on-site workers) are invited. Proposals should be based on an established roadmap to 2020 developed under Pillar I or equivalent.

8 Austria, Belgium, Bulgaria, Cyprus, Denmark, Estonia, Finland, Germany, Hungary, Ireland, Italy, Latvia, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden and United Kingdom.

9 Croatia, Czech Republic, Former Yugoslav Republic of Macedonia, France, Greece, Lithuania, Luxembourg, Malta and Slovakia

Excerpt from the Call for proposals 2013

Funding priority (page 27 and 28 of the Call):

BUILD UP Skills – Pillar II Priorities 2013:
Support activities to newly establish or upgrade large-scale qualification and training schemes based on the roadmap recommendations (of Pillar I or equivalent). Actions could include development of materials, training of the trainers, coordination activities for the set-up/upgrading and operation of large-scale training schemes (including establishing voluntary agreements, accreditation and certification mechanisms, financing arrangements using ESF funding) as well as promotional/communication activities.

Specific eligibility requirements for BUILD UP Skills Pillar II actions (page 6)

How many applicants are required?
Applications can be submitted either by a team of independent legal entities established in the same eligible country or by a team of independent legal entities from different eligible countries.

Award Criteria for BUILD UP Skills Pillar II "Qualification and training schemes"

The proposals will be evaluated against a set of four criteria published in the Call for Proposals. The application form in which you will describe your proposal and work programme clearly identifies which sections refer to which criterion/criteria. The application form is designed to help you to respond in a clear and concise manner in order to optimise your chances.

Specific provision for the Build Up Skills - Pillar II (page 11 of the Call for Proposals 2013)

The following four **award criteria** will carry equal weighting within the overall assessment.

1. **Relevance of the proposed action (score 0-10), including:**
   - 1.a Extent to which the proposed action is consistent with the objectives of the BUILD UP Skills Initiative
   - 1.b Extent to which the proposed action builds on existing national training frameworks and initiatives and on national roadmaps
2. **Capability of the proposed action to mobilise the relevant market actors (score 0-10), including:**
   - 2.a Extent to which the proposed action effectively engages the relevant market actors in the elaboration, implementation and promotion of an effective qualification scheme
   - 2.b Ambition and credibility of the impacts of the proposed action
3. **Quality of implementation methodology (score 0-10), including:**
   - 3.a Suitability of the proposed approach to successfully establish a lasting qualification scheme
   - 3.b Clarity of the work plan (description of work packages and tasks, allocation of responsibilities, time schedules).
4. **Consortium composition and resources allocated to the proposed action (score 0-10),** including:
   - 4.a Extent to which the consortium includes essential skills, such as life-long learning, technical as well as communicating expertise;
   - 4.b Appropriate levels of hours per partner and per work package; justification of costs, and transparency of co-financing.

The following **questions and answers** provide guidance in relation to the above text of the Call for proposals 2013. In brackets you find the award criterion to which this relates (e.g. Award Criterion 1).

2. Questions related to the proposal content and to definitions of the text of the call priority

What does qualification "scheme" mean?
All activities related to the development of recognition of learning outcomes, like definition of the objectives, funding quality assurance, training design and set-up, assessment, validation and certification of the learning outcomes.

What does training "scheme" mean?
All activities related to the design and set-up of the training courses, including training the trainers, developing or upgrading the training material, etc.

What does "large-scale" (qualification and training scheme) mean?
"Large scale" links to the targeted profession(s) and to the quantitative needs identified in the national status quo reports and the national roadmaps. Priority will be given to proposals that offer the coverage of a large share of the targeted profession until 2020. Single courses by individual training providers will not be supported under BUILD UP Skills Pillar II.

What does" in line with the European Qualifications Framework (EQF) and national qualification framework" mean?
All training schemes supported under BUILD UP Skills Pillar II should be developed with a focus on "learning outcomes" following the relevant national qualification framework and the European Qualification Framework. Proposals should refer to developments related to the National Qualification Frameworks in the participating countries.

What are the "mandatory schemes under the EPBD/RES Directive or specific national legislation" which are NOT eligible for financial support?
Financial support cannot be provided for activities that are obligatory according to an EU directive. Support could however be provided for promotional activities related to mandatory schemes. If you want to address a subject linked to a mandatory scheme, e.g. in relation with the RES Directive, you should explain clearly that no mandatory tasks are covered by the proposal.

What kinds of actions are expected to be submitted? **(Award Criterion 1)**
Actions must be consistent with the objectives of the BUILD UP Skills Initiative Pillar II (Award Criterion 1.a) and should build on existing national training frameworks and initiatives and on national roadmaps (Award Criterion 1.b).

Proposals must clearly demonstrate priority according to the national roadmap developed under BUILD UP Skills Pillar I or equivalent. The possible target groups and areas are strictly dependent on the outcomes of the skill gaps analysis and on the priorities and measures identified in each roadmap.

The proposed actions should include the necessary activities to successfully kick-off and/or upgrade training or qualification schemes on energy for craftsmen and on-site workers. As much as possible, proposers should use existing structures and material (also from other regions and countries) to ensure efficient use of public funds.

Actions could target the qualification and training of trainers ("train-the-trainers") or workers or a combination of both.

Actions could include the following elements:

- **Preparation of a new/upgraded qualification and training scheme:** Development / upgrading of the content of the trainings based on the identified needs; development of the training material[10], selection of teachers and trainees, monitoring and evaluation of the first course, including final examination/assessment and attestation, settling the long-term financing and sustainability.

- **<u>Coordination and accompanying measures</u>** related to the set-up/upgrading and operation of large-scale training schemes. These could include:
  - establishment of voluntary certification and labelling schemes to ensure high standard qualification and training (with the involvement of public and private subjects, consumers associations etc.);
  - accreditation of a training programme and/or training providers;
  - mutual recognition at transnational or -regional level (in concerned countries);
  - increasing the availability of facilities to provide practical training, included agreements between public and private organisations, shared facilities etc.;
  - incentives boosting the demand for highly qualified workers (e.g. linkages with public tenders or subsidies);
  - financial measures to encourage the participation of craftsmen and other BUILD UP Skills target groups to training courses and SMEs (employers) to invest into further education;
  - promotional/communication activities related to a qualification and/or training scheme developed.

Within the actions listed above, activities aimed at exchanging best practices (for instance on innovative training schemes, successful incentive measures or funding mechanisms) could be part of the proposed action.

How to "demonstrate priority according to the BUILD UP Skills Pillar I roadmap"? What can I consider an equivalent strategy to the BUILD UP Skills roadmap? **(Award Criterion 1.b)**
The proposal should elaborate on which priority measure identified by the BUILD UP Skills Pillar I roadmaps it builds upon also taking into account the analysis from the national status quo report. In countries where an equivalent strategy has been designed by relevant and recognised stakeholders for the continuous education of building workers, the proposal should clearly describe the strategy and its priority measures.

3. General questions on the scope of the proposal

Can my proposal address initial education?
No. BUILD UP Skills addresses only continuing education of building workers (craftsmen and on-site workers)

Can a proposal address building workers other than craftsmen and on-site workers (e.g. architects and engineers)?
No. BUILD UP Skills addresses craftsmen and on-site workers from the building sector. Other professions (e.g. architects, engineers, energy managers, energy auditors, urban planners) are covered by other priorities of the IEE Call for proposals.

Can a proposal cover more than one qualification and training scheme?
Yes, this is possible but should be carefully scrutinised for being feasible within the given time frame and resources.

[10] The training material developed under BUILD UP Skills should be publicly accessible; in addition, project consortia should put in place methods to ensure that this material is used properly.

4. Selection and funding of projects

Will only one BUILD UP Skills Pillar II proposal from each country be funded?

No, not necessarily. In BUILD UP Skills Pillar II, there is no limitation on the number of proposals to be funded from each country. All proposals must demonstrate priority according to the national roadmap developed under BUILD UP Skills Pillar I or equivalent.

Which proposals are the likeliest to be selected for funding?

Each proposal will be evaluated against the criteria published in the Call. For a proposal to be classified as worth funding, the grand total of the marks for all the award criteria should be at least 70% of the maximum total score. In addition, a mark of over 50% will be required for each criterion. Proposals that pass these thresholds will be considered for funding. A ranking will be established by the Evaluation Committee and approved by the authorising officer. Funding decisions will be made on the basis of this ranking and within the limits of the available budget.

5. Market actors, impacts and implementation methodology

Which are the market actors to be engaged (Award criterion 2.a)? What does "effectively engages" mean?

All major players, which can contribute to the development and implementation of the proposed large scale lasting schemes, must be clearly involved in the proposed action. These key players will vary from country to country; they should be clearly identified in the proposal, as well as the way they will be involved in the project activities. To strengthen the proposal and to demonstrate its capacity to ensure large scale and lasting qualification and training schemes, the organisations to be involved should express their commitment by a letter of support.

What does impact of the proposed action mean (Award criterion 2.b)?

Impacts are identifiable changes which demonstrate the extent to which your activities have an effect on your target group. The impacts related to your action - within its duration and by 2020 - must be ambitious but at the same time credible. To this end, applicants are requested to adopt a set of performance indicators (and the related target/quantification), e.g.:

- Number of training courses triggered
- Number of people that will be trained thanks to courses initiated by your action
- Number of training hours taught
- Specific cost per trainee
- Renewable Energy production triggered
- Primary energy savings compared to projections
- Reduction of greenhouse gas emissions

What does sustainability of the scheme mean?

The approach proposed by the applicants should be suitable to successfully establish a lasting qualification scheme (**Award criterion 3.a**). This means that the applicants should plan activities aimed at ensuring the sustainability of the large-scale qualification and training schemes after the end of the action, e.g. to obtain the financial sources, to integrate the proposed schemes in existing frameworks, to ensure the "ownership" by relevant stakeholders.

What is the expected duration of a BUILD UP Skills Pillar II project?

The maximum duration of a project is 36 months. The time schedule of the proposed action should reflect the scope of the action and aim for an effective and ready implementation of the proposed activities (**Award criterion 3.b**).

6. Eligible countries, organisations, size and type of consortium, resources

Which organisations and countries are eligible?
All applicants must be legal entities, whether public or private, established in the territory of the 27 EU Member States, Norway, Iceland, Liechtenstein, Croatia, or the Former Yugoslav Republic of Macedonia.

Is the Call priority for BUILD UP Skills Pillar II only open to organisations having participated in BUILD UP Skills Pillar I?
No. The call for BUILD UP Skills Pillar II proposals is open to all relevant organisations in the participating countries.

Is it possible to submit proposals led by a team from different countries?
Applications can be submitted either by a team of independent legal entities established in the same eligible country or by a team of independent legal entities from different eligible countries.

In the case of proposals submitted by a team of independent legal entities from different eligible countries, the proposal must address topics, barriers and needs relevant for all the countries concerned (and in particular highlighted in the national status quo analysis or the roadmap developed by each country on BUILD UP Skills Pillar I) and propose solutions facilitating the recognition of these solutions among these countries.

How big does the submitting team need to be? (Award criterion 4.a)
Formally speaking according to the requirements of the Call for proposals it needs to be a "team". Therefore the minimum are two independent legal entities. For the appropriate size of the consortium see also next question.

Who should form the consortium (Award criterion 4.a)?
The consortium should include organisations with leading expertise on life-long learning, as well as technical expertise on building and on energy efficiency and renewable energies in buildings and communication skills. Crucial are the organisations that implement the qualification and training schemes. The number of partner organisations in the consortium should be kept small to minimise the project administration. Consequently certain tasks might be performed by subcontractors.

What is the funding rate?
The proposed EU funding can be up to 75% of the total eligible costs. The applicants should explain how they plan to obtain resources to cover costs not covered by EU funding (**Award criterion 4.b**).

What level of resources (project size) is expected (Award criterion 4.b)?
There is no general answer to this question. The level of resources allocated to the proposed action to carry out the proposed activities will depend i.a. on the number and size of the country(ies) involved, on the variety and complexity of activities to be undertaken. The hours allocated per partner and per work package should be justified against the proposed activities. Subcontracting and other specific costs should be detailed enough in order to assess whether they are fully justified for the given purposes.

What does "implementation of training costs per se will not be eligible for funding" mean?
Costs related to the delivery of training courses per se will not be eligible for funding under this initiative (but could receive other funding e.g. from European Social fund). Training courses targeting trainers are an exception to this rule.

Can pilot courses be eligible for funding?
The implementation of limited pilot courses to assess and validate a qualification/training scheme could be eligible if properly justified.

7. Key Terminology

In the following a number of key terms is provided. With the exception of the European Qualification Framework these terms are extracted from the publication “Terminology of European education and training policy. A selection of 100 key terms”, published by Cedefop (European Centre for the Development of Vocational Training): the complete publication is available at:

http://www.cedefop.europa.eu/EN/Files/4064_en.pdf

Accreditation of an education or training programme
A process of quality assurance through which accredited status is granted to a programme of education or training, showing it has been approved by the relevant legislative or professional authorities by having met predetermined standards.

Accreditation of an education or training provider
A process of quality assurance through which accredited status is granted to an education or training provider, showing it has been approved by the relevant legislative or professional authorities by having met predetermined standards.

Apprenticeship
Systematic, long-term training alternating periods at the workplace and in an educational institution or training centre. The apprentice is contractually linked to the employer and receives remuneration (wage or allowance). The employer assumes responsibility for providing the trainee with training leading to a specific occupation.

Awarding body
A body issuing qualifications (certificates, diplomas or titles) formally recognising the learning outcomes (knowledge, skills and/or competences) of an individual, following a assessment and validation procedure.

Certificate / diploma / title
An official document, issued by an awarding body, which records the achievements of an individual following an assessment and validation against a predefined standard.

Certification of learning outcomes
The process of issuing a certificate, diploma or title formally attesting that a set of learning outcomes (knowledge, know-how, skills and/or competences) acquired by an individual have been assessed and validated by a competent body against a predefined standard.

Continuing education and training
Education or training after initial education and training – or after entry into working life aimed at helping individuals to:

– improve or update their knowledge and/or skills;
– acquire new skills for a career move or retraining;
– continue their personal or professional development

Curriculum
The inventory of activities implemented to design, organise and plan an education or training action, *including the definition of learning objectives, content, methods (including assessment) and material*, as well as arrangements for training teachers and trainers.

European credit system for vocational education and training (ECVET)
A device in which qualifications are expressed in units of learning outcomes to which credit points are attached, and which is combined with a procedure for validating learning outcomes. The aim of this system is to promote:

– mobility of people undertaking training;
– accumulation, transfer and validation and recognition of learning outcomes (either formal, non-formal or informal) acquired in different countries;
– implementation of lifelong learning;
– transparency of qualifications;
– mutual trust and cooperation between vocational training and education providers in Europe.

European Qualification Framework (EQF)
The European Qualification Framework (EQF) aims to relate different countries' national qualifications systems to a common European reference framework. Individuals and employers will be able to use the EQF to better understand and compare the qualifications levels of different countries and different education and training systems. The core of the EQF concerns eight reference levels describing what a learner knows, understands and is able to do – 'learning outcomes'. Levels of national qualifications will be placed at one of the central reference levels, ranging from basic (Level 1) to advanced (Level 8). This approach shifts the focus from the traditional system which emphasises 'learning inputs', such as the length of a learning experience, or type of institution. It also encourages lifelong learning by promoting the validation of non-formal and informal learning. Most EU Member States are now developing their own National Qualifications Frameworks (NQFs) based on learning outcomes. Several countries already have one in force. For more information on the EQF, please consult http://ec.europa.eu/education/lifelong-learning-policy/eqf_en.htm.

Initial education and training
General or vocational education and training carried out in the initial education system, usually before entering working life.

Lifelong learning
All learning activity undertaken throughout life, which results in improving knowledge, know-how, skills, competences and/or qualifications for personal, social and/or professional reasons.

Learning outcomes
The set of knowledge, skills and/or competences an individual has acquired and/or is able to demonstrate after completion of a learning process, either formal, non-formal or informal.

Mutual recognition of qualifications
The recognition by one or more countries or organisations of qualifications (certificates, diplomas or titles) awarded in (or by) one or more other countries or other organisations.

Qualification
The term qualification covers different aspects:

(a) formal qualification: the formal outcome (certificate, diploma or title) of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards and/or possesses the necessary competence to do a job in a specific area of work. A qualification confers official recognition of the value of learning outcomes in the labour market and in education and training. A qualification can be a legal entitlement to practice a trade (OECD);

(b) job requirements: the knowledge, aptitudes and skills required to perform the specific tasks attached to a particular work position (ILO)

Qualification framework
An instrument for the development and classifications of qualifications (e.g. at national or sectoral level) according to a set of criteria applicable to specified levels of learning outcomes.

Qualification system
All activities related to the recognition of learning outcomes and other mechanisms that link education and training to the labour market and civil society. These activities include:

– definition of qualification policy, training design and implementation, institutional arrangements, funding, quality assurance;
– assessment, validation and certification of learning outcomes.

Trainer
Anyone who fulfils one or more activities linked to the (theoretical or practical) training function, either in an institution for education or training, or at the workplace.

Training course planning and design
A set of consistent methodological activities employed in designing and planning training initiatives and schemes against objectives set.

Training of trainers
Theoretical or practical training for teachers and trainers.

Vocational education and training (VET)
Education and training which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market.

IIIb – Instructions on the different chapters of the application form Part B

1. Summary

⟶ This section should be a maximum of 2 pages

Please give a short summary of your proposal. The text of the summary should be copied into Form A1 in the electronic submission system. Note that Form A1 has two sections, each with a limit of 2000 characters.

This summary will be the 'business card' of your proposal and is a relevant part in the evaluation of your proposal. It must be coherent with the detailed description of the action. Bear in mind that it should be self-explanatory and easy to understand.

(a) Abstract

The abstract should provide the reader at a glance a clear understanding of the objectives of the proposal, as well as the key steps required to achieve the outcomes. It should express the actual benefit to your target audience and changes which will occur due to the proposed activities. This section will be used as the short description in the evaluation process and in communications with the Programme Committee and other interested parties. It should therefore be complete, short and precise and not contain any confidential information.

(b) Major outputs & expected results

Provide a summary of the key expected results of your action.

(c) Quantified impacts of your action

Provide a table reporting the quantified impact of your action, within its duration and by 2020, using the following set of performance indicators, which will be common to all BUILD UP Skills Pillar II actions. The figures provided in the table must be coherent with the corresponding table in Section 5.

Common Performance Indicators	**Target within the action duration:**	**Target by 2020:**
Number of training courses triggered by the action - New: - Upgraded:	*Total number for the whole action*	*Total number by 2020*
Number of people that will be trained - in new courses: - in upgraded courses:	*Total number for the whole action*	*Total number by 2020*
Number of hours taught in the frame of the courses triggered - in new courses: - in upgraded courses:	*Total number for the whole action*	*Total number by 2020*
Estimated specific cost to qualify each trainee	*Euro/trainee [requested funding divided by the number of trainees]*	*Euro/trainee [requested funding divided by the number of trainees]*
Renewable Energy production triggered	*Toe/year*	*Cumulative amount (sum of the annual contributions)*
Primary energy savings compared to projections	*Toe/year*	*Cumulative amount (sum of the annual contributions)*
Reduction of greenhouse gas emissions	*Ton CO2e/year*	*Cumulative amount (sum of the annual contributions)*

2. Description of the institutions involved in the proposed action

→ Award criteria 2 and 4 / This section should be a maximum of 2 pages – including the tables.

In this section you should present the consortium as well as all other stakeholders that will be engaged in the action.

Who should be engaged in the work to be carried out in the proposed action?

In general, all major players, which should contribute to the development and implementation of the proposed large-scale and lasting training schemes, must be clearly involved in the proposed action. These key players should be clearly identified in the proposal, as well as the way they will be involved in the project activities. These key players will vary from country to country but could e.g. be the following:

- leading institutions in the continuing training system of the building sector,
- accreditation and certification bodies,
- potential financing bodies,
- relevant public authorities
- social partners (trade unions, chambers of commerce)
- relevant parts of building industry and professional chambers
- as well as energy efficient building product/equipment industry and renewable energy system producers and installers, architects and sustainable buildings experts.
- accreditation and certification bodies
- potential financing bodies.

To strengthen the proposal and to demonstrate its capacity to ensure large-scale and lasting training schemes, the organisations to be involved should express their commitment by a letter of support. Make sure that these letters are specific and concrete about the nature of the involvement. You will up-load them as annex in the electronic submission tool (please see Section V) for further instructions.

(a) Engagement of relevant market actors:

List all organisations whose participation in the process has been ensured and inform about the type/sector of involvement. If not self-explanatory, you should also give a short explanation of the profile of the organisation expressing the support and name the person that will take part in the process (if already known).

Name of organisation	Person(s) to be involved (where known already)	Type of organisation	Role in the process	Letter of Support attached (Yes/no)

Indicate clearly in case a letter of support is not attached to the proposal and explain why.

(b) Consortium:

Who should form the consortium?

Generally the consortium should include organisations with leading expertise on life-long learning, as well as technical expertise on building and on energy efficiency and renewable energies in buildings and communication skills. Crucial are the organisations that **implement** the qualification and training schemes. The number of partner organisations in the consortium should be kept small to minimise the project administration. Consequently certain tasks might be performed by subcontractors.

Overview of consortium members:

Part. N°	Participant name	Short name	Country code	Profile of the organisation*	Main role in the Consortium**
CO1					
CB2					
CB3					
CB4					
CB5					
etc.					

** Indicate the type of organisation, for instance Public authority (National, regional), training body, consultancy, industry, housing association etc.*

*** Indicate the expertise offered by each partner in relation of award criterion 4 (e.g. life-long learning, technical expertise on buildings, technical expertise on energy efficiency and renewable energies in buildings, communication etc).*

More information about the organisation and the key personnel involved is to be provided in Section 8.1.

3. Overview of the Starting Point of the Proposed Action

→ Award criterion 1 / This section should be a maximum of 1 page per target country/region

Proposals often lack a clear statement of the starting point. Please describe here the current situation in the targeted countries/regions in terms of existing VET provisions and national policies.

(a) National strategies in the building sector to contribute to the EU 2020 energy targets

Summarise in one paragraph existing strategies and any plans to develop them in the concerned countries, in qualitative and quantitative terms. In many cases this will be part of the National Energy Efficiency Action Plan, planned activities in relation to the implementation of the EPBD recast, and for renewable energy be contained in the National Renewable Energy Action Plan. Provide links where further information can be found.

(b) Current education and continuing training system relevant for building sector in the concerned country/countries

Describe how continuing education is currently carried out in the country/countries concerned: training and accreditation institutions, existing qualifications and certifications, responsible authorities, administrative levels, etc.

(c) Upgrading of existing schemes

In case of upgrading existing schemes, describe the characteristics of the existing schemes (target group, geographical scope, current number of courses per year, trainees per year, course provider, content, duration, certification, etc.). For further information provide a link to a website, where appropriate.

Note on section 3: when completing this section, make use and reference the relevant parts in the national status quo analysis report prepared under Pillar I of the BUILD UP Skills initiative (or equivalent).

4. Objectives and relevance to existing frameworks and national roadmaps/strategies

→ Award criterion 1 / This section should be a maximum of 3 pages

In the previous section you should provide an overview of the current situation in the target country/countries in terms of VET provisions and national policies. In this one you should explain what is the overall motivation of your action, namely how your action can help overcome barriers, fill gaps and needs in the target country/countries, coherently with the existing framework and the priorities and measures identified within the national roadmap developed under Pillar I or equivalent.

Remember that under the Pillar II of BUILD UP Skills "Qualification and training schemes" proposals for introducing new or upgrading existing qualification schemes for the targeted building professionals (craftsmen and other on-site workers) must be based on an established roadmap to 2020 developed under Pillar I or equivalent.

(a) The objectives of your action

- What are you trying to achieve as a result of your action?
- What is the overall motivation of your action?

(b) Consistency with the status quo analysis and national roadmap developed under Pillar I or equivalent

- What are the barriers, gaps and needs to be tackled by your action?
- Which are the priorities/measures identified in the national roadmap developed under Pillar I or equivalent that you intend to tackle in your action? Why have you selected those and not others?

- How your action would be integrated with existing national qualification frameworks and initiatives and national roadmaps or equivalent?

Provide concrete reference to pages numbers in status quo and roadmap documents or links where information can be found in equivalent strategies.

(c) Link to relevant actions beyond the target countries/regions:

- What previous or ongoing initiatives, e.g. at EU level or other countries or regions not covered by your action, are important for this proposed action?

  Note: Do not only list the initiatives **-** *explain how your proposal builds on them and illustrate how you will use and take forward the results.*

Note on section 4: the proposal should elaborate on which priority measure identified by the BUILD UP Skills Pillar I roadmaps it builds upon also taking into account the analysis from the national status quo report. In countries where an equivalent strategy has been designed by relevant and recognised stakeholders for the continuous education of building workers, the proposal should clearly describe the strategy and its priority measures. When completing this section, make use and reference the relevant parts in the national status quo analysis report prepared under Pillar I of the BUILD UP Skills initiative (or equivalent).

5. Impacts, performance indicators and sustainability of the proposed action

(a) Impacts and performance indicators

→ Award criterion 2 / This section should be a maximum of 2 pages, including the table

In this paragraph you will need to present how you intend to evaluate the impact of your action, by using a set of quantified performance indicators.

Impacts are **identifiable changes** which demonstrate the extent to which your activities have an effect on your target group (building craftsmen and other on-site workers), and are strictly linked to the objectives of your action described in the previous section.

Performance indicators should be used to determine the success of your action in reaching its objectives and creating an impact. Describe these performance indicators in the tables below and **quantify them** – with targets **-** to measure the impacts of your action.

Actions funded under Pillar II of the BUILD UP Skills initiative must focus on the support of activities to newly establish or upgrade **large-scale qualification and training schemes** strengthening the energy skills of craftsmen, construction workers, systems installers, etc.: a set of performance indicators reflecting this aim has been defined, which should be used to quantify the impact of your action within its duration and by 2020. These indicators are **common** to all actions funded under Pillar II of the initiative.

These **common performance indicators** are listed here below; the first four are used to quantify the impact of your action in terms of courses triggered and the corresponding amount of people qualified and of hours taught in the framework of the courses triggered by your action. Moreover, you should estimate the specific costs necessary to qualify one single trainee. The second group are indicators to estimate the energy-related impact of your action, within its duration and by 2020.

The common performance indicators are:

  - Number of courses triggered by the action
  - Number of people that will be trained (included trainers)

- Number of training hours delivered
- Estimated specific cost to qualify each trainee (Euro/trainee)
- Renewable Energy production triggered
- Primary energy savings compared to projections
- Reduction of greenhouse gas emissions

Specific indicators for your action: in case you need to use additional indicators to measure the impact of your action, please add them in the table below and provide for each of them the targets by the end of the action and by 2020.

Performance Indicators	**Target within the action duration:**	**Target by 2020:**
Common Indicators		
Number of training courses triggered by the action - New: - Upgraded:	*Total number for the whole action*	*Total number by 2020*
Number of people that will be trained - in new courses: - in upgraded courses:	*Total number for the whole action*	*Total number by 2020*
Number of hours taught in the frame of the courses triggered - in new courses: - in upgraded courses:	*Total number for the whole action*	*Total number by 2020*
Estimated specific cost to qualify each trainee	*Euro/trainee [requested funding divided by the number of trainees]*	*Euro/trainee [requested funding divided by the number of trainees]*
Renewable Energy production triggered	*Toe/year*	*Cumulative amount (sum of the annual contributions)*
Primary energy savings compared to projections	*Toe/year*	*Cumulative amount (sum of the annual contributions)*
Reduction of greenhouse gas emissions	*Ton CO2e/year*	*Cumulative amount (sum of the annual contributions)*
Specific indicators for your action		
….		
….		
….		

The calculation of the performance indicators must be based on **robust assumptions** and a cred**ible baseline**. Explain in a concise, yet robust, manner your baseline, benchmarks and assumptions for the calculation; for the longer term impacts, you must provide an extrapolation up to 2020.

Data needs to be given in the requested units i.e. tonnes of oil equivalent per year (toe/year) for primary energy savings and Renewable Energy produced and tonnes of CO2 equivalent per year (t CO2e/year) for greenhouse gas emissions savings. If needed the IEA energy unit converter can be used to do the necessary conversions (http://www.iea.org/stats/unit.asp).

(b) Sustainability of the proposed action

→ Award criterion 3/ This section should be a maximum of 1 page

In this paragraph you will need to present how you intend to ensure that the activities proposed will continue after the end of the action.

Ensuring long lasting schemes is in fact a key aspect of BUILD UP Skills Pillar 2 projects, and the approach proposed by the applicants should be suitable to successfully establish a lasting qualification scheme (cf. Award criterion 3.a).

This means that applicants should plan activities aimed at ensuring the sustainability of the addressed schemes after the end of the action, e.g. they should present how to obtain the financial sources, integrate the proposed schemes in existing national qualification frameworks, ensure the "ownership" by relevant stakeholders, show how demand for the trainings will be created and sustained, etc.

Please clarify in this paragraph here how you are planning to address the sustainability of the proposed schemes, making reference to the specific tasks you plan to ensure this key aspect.

In this context you should also explain how the targeted performance for 2020 in terms of number of training courses and trained people will be reached and by whom, in case it has to involve other market actors.

6. Work Programme

→ Mainly Award criterion 3, but also touching all other criteria

The work programme describes the tasks you propose to perform during the course of the action and services/deliverables produced. Keep in mind the objectives of your proposal.

The work programme should be structured into work packages. Work packages represent major, natural packages of your proposed action.

Follow this structure closely, keeping in mind the related award criteria. Please put yourself into the position of an evaluator, who will have to assess the quality of the methodology. Try to be as clear and concise as possible. Explain what you are going to do as well as how you are going to do it.

6.1 Introduction to the Work Programme

This section should be a maximum of 2 pages

Rationale and structure of your work programme: Explain briefly the rationale and structure of the work programme: main phases of the proposed action, logics and links between work packages. List the critical steps/moments where the project could fail and how you propose to mitigate these risks.

Flow chart of your work programme: Provide a flow chart, showing the logic of your work programme.

6.2 Work Packages

This will be a critical part of your proposal, describing your planned activities. You will need to structure them into work packages. Work packages represent major, logical packages of your project. The size should be about 2-4 pages per work package. Length and level of detail should correspond to the complexity and the amount of (human and financial) resources foreseen for the work packages and should allow the evaluators to assess the necessity of the activities as well as the value for money.

In the section below, you find the template to use for each work package. The section below also presents specific guidelines for three mandatory work packages (WP):

- **Work Package N° 1: "Management":** covers the consortium management, including meetings and reporting;
- **Work Package N° n-1: "Communication activities":** covers the specific communication activities in your action;

- **Work Package N° n: "EU exchange activities and monitoring":** covers specific exchange communication activities to foster the exchange and learning among the projects of the initiative, as well as the monitoring and evaluation of the impacts of your action.

* n = total number of work packages of your work programme.

The other work packages between WP2 and WPn-1 should be defined to suit best the implementation of the action.

! Important notes:

- The number of work packages used must match the complexity of the work and the overall value of the proposed action. No more than 10 work packages are possible; preferably stick to a lower number of work packages.
- Within each work package, illustrate the main tasks needed to reach the objectives of the proposal, describe the tasks with sufficient detail.
- The description of the work packages should be sufficiently detailed to justify the proposed effort and allow progress monitoring. Mind the consistency with the level of effort proposed in your budget (person hours).
- Each task should lead to clearly identified outputs and / or deliverables. Similarly, it should be clear who will produce each deliverable and exactly how it will be produced.
- Outputs should be consistent with the tasks – and vice versa!

Work packages must show how the tasks are distributed amongst the consortium members and, where appropriate, also important subcontractors. Note that it is recommended to allocate responsibility for leading the work packages to different partners of your consortium, relevant to their competence.

- "Major subcontracts" are services that you intend to acquire in the course of the action and which are critical in terms of (technical) input and/or in terms of budgetary volume. Those should be shortly described.

Work Package Template:

Each work package should be described in about 2-4 pages using the following template:

N° of Work Package: X	[Please give a fitting name to the work package and use the same name in Part C]
Duration in months: X	[Partner of your consortium leading this work package]

- ✓ Pay attention to consistency between tasks, outputs and deliverables!

I. Description of the work:

a) Overview of the Work package:

Please present a concise overview of the work package: objective within the project and what will it deliver? (One paragraph)

b) Description of the tasks:

- ✓ Structure the planned activities into tasks and subtasks and explain them with sufficient detail. The details must also be sufficient to justify the level of effort (person hours) you indicate in Part C.
- ✓ Number the tasks to facilitate reading.
- ✓ Be specific regarding each task: what exactly are you proposing to do?
- ✓ Be specific, provide all the important information needed to understand the tasks: e.g. what is the scope of the proposed work, how exactly will you collect / analyse the information, what available information you will use.
- ✓ Be consistent: Check that the tasks relate to the objectives.
- ✓ Help your partners during the proposal writing and the evaluators: do not use jargon without giving a clear definition in the sense of your proposal (such as tool, plan, audit, analysis, etc).

IIa. Outputs of this work package (apart from deliverables):

- ✓ List the outputs of the tasks to be carried out under this work package. Deliverables are also outputs, but are listed separately below. Be precise and indicate the scale of your ambition, therefore use a quantitative description where applicable.

IIb. Deliverable(s) of this work package:

- ✓ List the deliverables produced under this work package. Use self-explanatory terms. Do not present quantitative data (such as number of prints, languages etc) – you are invited to do that in the overview list in Section 6.3.! Please use the same number and name in the 'Overview of Deliverables' (Section 6.3 of your work programme)

III. Distribution of tasks of each partner in this work package (award criterion 4):

- ✓ List clearly which tasks described above are performed by which partner(s) and where appropriate by a major subcontractor. A short table such as the one illustrated below is recommended.

Partner	Task(s) of this partner organisation	Related to Task N°

6.2.1 Work Package 1: Management

This work package covers the project management activities. It should also explain the organisational structure and decision-making mechanisms of the action, demonstrating that they match the complexity and scale of the action. It is recommended to provide a management chart visualising the partners and reporting channels.

The following questions should be addressed:

- How will you work together within the project consortium? How will you communicate within the consortium and how will you maintain good communications between the project meetings?
- How will the quality of the work and of the outcomes be reviewed and ensured?
- Which risks, if any, to you see that could endanger the success of the project and which possibilities do you foresee to mitigate these risks?

Note: Do not underestimate the importance of well-planned internal communication in a project. In addition to meetings, consider internal project websites, teleconferences and other ICT tools, etc. as possible communication channels. It is recommended to arrange project meetings regularly - at least every six months. The kick-off meeting is crucial and should take place preferably in the first month of the project, unless more time is justified to have partners prepared for the kick-off meeting.

Note: Each IEE action must produce a (Final) Result-Oriented Report. This report is the main document to inform the target groups about the achievements of the action. It presents results, lessons learnt and impacts. Its form and shape can vary depending on the nature of the action. It must be delivered to the EACI with the Final Report, under the work package on Management.

6.2.n-1. Work Package n-1: Communication

Professional communication with your target group is key to the impact of your action and to the success of the IEE programme and of the BUILD UP Skills initiative.

It is essential that your proposal includes a tailor-made communication plan. Please make sure that all the proper components for communicating with your target groups are foreseen in this work plan. Describe its individual elements. Beware; loosely listing a series of communication tools will not be sufficient. You should provide deeper insight to the parts that are essential to the success of the action. Please note that during the action the communication plan will need to be further elaborated.

It is important that you aim for tailor-made communication along the following principles:

- Communicate your messages and your vision: place your target group and objectives at the core of your communication activities. Use a clear and appropriate language.

- Make sure your communication work plan is prepared as professionally as all other work packages. Its implementation will require the skills and expertise e.g. of communication specialists, editors, web developers, graphic designers etc. You are encouraged to (sub)contract such expertise where appropriate and/or needed.
- Be targeted and focussed – choose your communication tools and channels to fit to the needs/benefits of your target group(s) and key actors.
- Be audience-driven, relevant to the target group and pro-active.
- Communicate right from the start of the action. Moreover, foresee in the work plan sufficient time to disseminate and transfer the action's results.
- Demonstrate links between the other work packages and your communication plan and vice-versa.
- Measure the effectiveness of your communications, e.g. monitor the traffic on your website, plan the evaluation of workshops and trainings, monitor the media coverage, etc.

Note: All BUILD UP Skills projects have to use the common logo provided by the EACI. No separate project logo developments will be needed nor eligible.

Specific note on your project webpage (1):

Each action must set up a website/-page. It must be online within the first 6 months of your action - it must be maintained for at least 2 years after the end of the action.

Please include a specific task for the work on the webpage in this work package. Your planned efforts should foresee that the website/-page will be attractive, user-friendly, and regularly updated and easy to find. Note that if you decide to outsource your web-design, the estimated costs are to be included under 'sub-contracting'.

Specific note on your project webpage (2):

Create a completely new page or make it part of an existing webpage? Both solutions work and each has its particular strengths. A new project page will have its own domain name and individual design. Yet, setting up a new page could be more expensive and updating it after the project may not be ensured. Integrating your project webpage into an existing page (for instance into a training institution web site) may limit your choice of design and editorial style. At the same time it could make the page cheaper, facilitate the outreach of specific target groups, support regular updating and strengthen its marketing.

6.2.n. Work Package n: EU Exchange Activities and monitoring

The EACI foresees exchange activities at European level for the actions under the BUILD UP Skills Initiative in order to enhance synergies. The ultimate aim of this work is to enhance the visibility of the IEE actions and, in turn, to contribute to their dissemination and the promotion of their results at all levels. Therefore, this work package covers activities and resources to create added value at the European level through targeted exchange activities, which will be organised by the EACI.

Moreover, this work package covers activities and resources to monitor, evaluate and report on the impact of your action, on the basis of the performance indicators presented in section 5, and, finally, to contribute, upon request by the EACI, to the development of specific information material.

This work package is the same for all proposals. The standard description of this work package is given below and should not be changed. The resources should be calculated according to the instructions below, adjusted depending on the duration of the action.

N° of work package: X	**EU Exchange activities and monitoring**
Duration in months: X [= Duration of the action]	[Partner leading this work package]

I. Description of the work:

a) Overview of the work package:

The work package covers resources to create added value at the European level through targeted exchange activities, which will be organised by the EACI, and to monitor and evaluate the impact of the action.

b) Tasks

Task n.1 - EU Exchange activities

- A joint kick-off meeting will be arranged by the EACI for all coordinators of the initiative, in order to share ideas and experiences, and to encourage networking between the project teams. *Resources to be allocated: about 30 hours (one person) + 800 EUR travel and subsistence costs.*
- Participation and contribution to the targeted exchange activities with other projects of the Initiative, organised by the EACI and its service providers. **One meeting per year** is expected, with the participation of two persons representing two different members of the consortium. *Resources to be allocated: about 40 hours per meeting and person + 800 EUR travel and subsistence costs per meeting and person.*

Task n.2 – Monitoring and evaluation

- Delivery of a detailed document reporting on the expected impacts of the action, prepared on the basis of the set of performance indicators submitted in the proposal. The document should also include baseline and assumptions for the calculation of the indicators. This document should be submitted to EACI at month 6 of the action.
- Report on the progress of each of the performance indicators, to be submitted together the interim and the final report.
- Participation and contribution to a final meeting at EACI premises to discuss with EACI staff the key findings of the action and the achieved impacts.

  NB: overall, the resources for this task should be about 100 hours for the coordinator and 35 for the other members of the consortium, plus 800 EUR travel and subsistence costs for one person for the last task.

  Note that these activities and the corresponding resources could be revised in case the proposed action is approved to take into account the different characteristics of each project.

Task n.3 – IEE Common Dissemination Activities

- Contribution, upon request by the EACI, to the development of specific information material (IEE Mag, videos, images etc.) as well as inputs to European portals (e.g. BUILD UP) and databases in the quality and form specified. *Resources to be allocated: no more than about 40 hours per year of the action (for the co-ordinator or shared, if appropriate, with additional 1 key partner).*

II.a. Outputs of this work package:

- Participation in EU exchange activities
- Project information made available to other related projects
- Comprehensive and detailed quantification of the performance indicators, monitoring and reporting
- Delivery of agreed presentation materials and media tools

II.b. Deliverable(s) of this work package:

- After 6 months from the start of the project: report with set of updated performance indicators including their baseline and assumptions for calculation
- IEE Common dissemination activities: to be agreed specifically at the time of the request.

III. Role and contribution (tasks) of each partner in this work package (award criterion 4):

- List which tasks described above are performed by which partner(s). A short table such as the one illustrated below is recommended.

Partner	Task(s) of this partner organisation	Related to Task N°

6.3 Overview of Deliverables

List the deliverables of each work package in the following summary table. They should be identical with those in the work packages and vice versa. Provide here the appropriate key (descriptive) information for each deliverable.

Important note on deliverables:

- Limit the number of deliverables and do not include minor sub-items (such as invitations to workshops) or internal working papers (such as internal coordination reports).
- Reports to the EACI as well as deliverables related to the EU Exchange Activities and IEE Common Dissemination Activities do not need to be included in this list.
- Concerning the dissemination level, it is expected that all deliverables will be publicly available and free of charge for potential users. If appropriately justified, the dissemination of some deliverables could be limited to a target group.
- The table "Overview of deliverables" and the "Schedule" must indicate the month of completion of the deliverable; for public deliverables (PU) this should coincide with their availability e.g. for distribution via the website/mail shot/press releases etc.
- Note that each IEE action must produce a (Final) Result-Oriented Report. This report is the main document to inform the target groups about the achievements of the action. It presents results, lessons learnt and impacts. It must be delivered to the EACI with the Final Report, under the work package on Management.

Overview of Deliverables

Work Package	**Deliverable N°**	**Deliverable name** [a)]	**Type of deliverable** [b)]	**Format** [c]	**Language(s)** [d)]	**Target group** [e)]	**Lead participant** [f)]	**Dissemi-nation level** [g)]	**Month of completion** [h)]
WP1	D1.1								
WP1	…			-					
WP1	…	Result oriented report [i)]	printed and/or electronic						
WPn-1		Project website	website					PU	6
WPn	Dn.1	Report with set of performance indicators							6

a) Please use the same deliverable name as indicated in the work package descriptions in section 6.2 of your work programme. The deliverable name should be self-explanatory.

b) The type of deliverable could be: a publication (flyer/brochure/working paper/paper/article/press release/slides/Cd-rom), website/webtool, etc.

c) The format could be: printed and/or electronic (downloadable), the approx. number of pages / number to be printed of a publication.

d) Please specify the language(s) in which the deliverable will be available.

e) Please indicate the specific target group for each deliverable.

f) Name the participant of your consortium who will lead the preparation of the deliverable.

g) Please indicate the dissemination level using one of the following codes:

PU = Public, to be freely disseminated, e.g. via the website of the action

CO = Confidential, only for members of the consortium including the Commission/EACI Services (mainly for internal working documents and only in exceptional cases for results)

h) Month in which the deliverables will be actually completed. Month 1 marks the start of the action, and all deadlines should be relative to this starting date.

i) Each IEE action must produce a (Final) Result-Oriented Report

6.4. Schedule of activities

The maximum duration for national platforms is 36 months. The time schedule of the proposed action should reflect the scope of the action and aim for an effective and ready implementation of the proposed activities.

- Show the time schedule for your project - adapting the template below to your needs (here an example for a 30-month project).
- Do not use anything other than “month 1, month 2, etc.”, e.g. do not use specific dates such as October 2013, January 2014.
- Break down the planning of the work packages to the level of tasks, in order to make this chart meaningful for the management and monitoring of the project.

Schedule of activities

(Template for a 30-month action - Please adapt as appropriate)

Phase / Duration of the action (in months)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Work package 1 – Management																														
Work package 2 – Name																														
Work package 2 - Task 2.1.																														
Work package 2 - Task 2.2.																														
Work package 3 – Name																														
Work package 3 - Task 3.1.																														
Work package 4 – Name																														
Work package 4 - Task 4.1.																														
Etc….																														
Work package n-1																														
Work package n: EU Exchange activities and monitoring																														
Project meetings [a)]	x					x						x						x						x					x	
Project reports to EACI [b)]										PR									IR											FR[c]
Project Information Sheet & Slides to EACI		X								X									X											X
Project Webpage/site creation and update						X																								
Project deliverables [d)]						Dn.1	D2.1			D3.1																				

[a)] It is recommended to hold consortium meetings about every 6 months. A kick-off meeting should take place in the first 1-2 month(s). A final meeting should be foreseen to present the results to the EACI.

[b)] According to the model Grant Agreement the minimum number of reports to EACI:

- 1-2 Progress reports (PR; the number of progress reports depends on the duration of the action).
- 1 Interim report (IR – technical and financial),
- 1 Final report (FR – technical and financial) at the end of the action, accompanied by a final Result-Oriented Report.

Please be aware that submission deadlines for the three types of reports have to be indicated in this time schedule, whereas the period covered is fixed in the grant agreement (PR/IR within 1 month after the end of the period, FR at the latest 2 months after the end of the period). The submission deadline of the interim report is to be proposed by the contractors, bearing in mind that it should represent a substantial advancement of the works performed. It is recommended to set the end of the interim period when about 50-60% of the works will have been accomplished.
Examples of submission deadlines (depending on the duration of the action):
24-months-action [month]: PR: 7; IR: 14 **/** 30-months-action [month]: PR: 10; IR: 19 / 36-months-action [month]: PR: 10, 28; IR: 19

[c)] The Final Report will be due at the latest 2 months after the end of the action (in this 30 month example: at the end of month 32). Only costs related to the preparation of the Final Report and to an audit certificate (where applicable) are eligible during these 2 months. Note: the Final Report can of course be submitted immediately at the end of the action.

[d)] Please ensure that the deadlines indicated in the List of Deliverables and the Schedule are consistent.

7. Co-financing Sources

→ Award criterion 4

Please explain clearly the co-financing sources for each participant in the proposal with the help of the table below:

a) In the case that you are proposing to use internal (own) resources, explain clearly the rationale/motivation behind this decision specifically for each partner;

b) In the case that you are expecting/aiming at co-financing from external 3rd parties, name the co-financing party and describe the state of advancement in the confirmation of this co-funding. Note that confirmation of this funding or letters of intent for funding may be attached to the proposal, but are not mandatory at proposal stage.

Participant	Co-financing source	Comments related to case a) or b) above
CO1		
CB2		
CB3		
CB4		
CB5		
…		

8. Description of Each Participant

→ Selection criteria and Award criterion 4

This information is vital to assess the technical capacity of the applicants and the organisation of the project team. Sections 8.1 to 8.2 are to be completed for each participant – they should also be completed for major subcontractors.

8.1 Description of the organisation and the key personnel

(a) Description of the organisation (a maximum of a ½ page per organisation)

Provide a short description of each participating organisation. This description should highlight the expertise and experience in the fields required for the action. Do not use standard or not subject-related descriptions of the organisation.

In case a participant is an association and it intends to involve members of the association in the actual work, please:

- provide a clear description and evidence of the association's structure, showing in particular the membership structure and the total number of members;
- list those members envisaged to join (perform tasks) within the action. Please provide the legal name, address and the name of the responsible person for each relevant member and the task(s) these members are expected to carry out, if known already. Please make also a reference in the work package (IV. Role of each partner) to the member that you foresee to perform the task, if already known.

(b) Relevant experience of the key personnel proposed to work on this action

Please use the format below to demonstrate the directly relevant skills and competences of the key personnel proposed to work on this action. Do not attach full CV's!

'Key personnel' is understood as the 1-2 persons leading the implementation of the project within the organisation.

Organisation:					
Name :		**First Name:**		**Nationality:**	
Qualification:					
Staff category*:					
Short description of work experience, relevant to the proposal:**					

*: e.g. Senior expert, Expert, **: 1 paragraph per person

8.2 List of most relevant actions

List for each participating organisation a selection of 5 relevant and recent actions directly related to the proposed action.

Action (not more than 5 items per organisation)	**National or local/regional or European**	**Year of finalisation**	**Budget involved for your organisation**	**Website for further information**
▪				
▪				
▪				
▪				
▪				

IV. INSTRUCTIONS FOR PART C - THE DETAILED BUDGET

→ Award criterion 4

These instructions are identical with the ones of the general guide for proposers (for the main part of the call for proposals).

1. Basic principles on budgeting IEE actions

What is the cost-sharing principle?

IEE funding is based on cost-sharing grant agreements. The proposal should estimate the costs of the action in order to establish an indicative budget. Once the action has started, only costs actually incurred within the duration of the action can be claimed and reimbursed up to a maximum of 75% of the eligible costs.

For details, see the guidelines below. More details can be found in the Financial Guidelines which will be available soon at the following link:

http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#information.

How and when to plan the costs/budget of your action?

The budget is best established once the work programme and its division into work packages are known and the role and tasks of the participants is sufficiently specified to be able to estimate the resources needed to fulfil the tasks.

Which costs are eligible?

The eligibility of costs is defined in Article II.19.1 of the model Grant Agreement of the IEE programme:

"Eligible costs of the action" are costs actually incurred by the beneficiary, which meet the following criteria:

- *they are incurred in the period of duration of the action as set out in article I.2.2,with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Article II.23.2;*
- *they are indicated in the estimated budget of the action set out in Annex III;*
- *they are incurred in connection with the action as described in Annex I and are necessary for its implementation;*
- *they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost-accounting practices of the beneficiary;*
- *they comply with the requirements of applicable tax and social legislation; and*
- *they are reasonable, justified and comply with the requirements of sound financial management in particular regarding economy and efficiency.*

Furthermore Article II.19.2 and Article II.19.3 of the model Grant Agreement define the direct eligible costs and the indirect eligible costs.

It is strongly recommended that you consult the model grant agreement and the notes below.

The model Grant Agreement is to be found on the IEE website:
http://ec.europa.eu/energy/intelligent/managing-projects/negotiating-your-contract/index_en.htm

The following costs shall not be considered eligible (see Article II.19.4 of the model Grant Agreement):

- return on capital,
- debt and debt service charges,
- provisions for losses or potential future liabilities,
- interest owed,
- doubtful debts,
- exchange losses,
- costs of transfers from the Commission charged by the bank of a beneficiary,
- costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question,
- excessive or reckless expenditure,
- contributions in kind from third parties,
- Deductible VAT.

2. Set-up and content of Part C

Part C is set up as a spread sheet (EXCEL file) in order to facilitate the processing of the data and to facilitate the calculation of the human and financial resources of the action. It is provided in two versions for different sizes of consortia:

	Version 15	Version 35
N° of participants	For up to 15 participants (sufficient for most cases)	For up to 35 participants

Note: For BUILD UP Skills Pillar II only Version 15 is available.

The use of the Part C template is obligatory. It is provided for download in the electronic submission system. Note that there are 6 basic steps in the electronic submission system; the templates are found upon reaching Step 5 'EDIT PROPOSAL'. They can be obtained by pressing 'download templates'.

Part C consists of the following worksheets:

Name of worksheet	Content	N° of pages
Proposal cover sheet	Title, acronym and duration of the action	1
A3 form	Basic budget data, equals Form A3 of online application	1
Budget	Overview on the costs, income and resources per participant and work package, consists of 4 tables - Table 1 – Cost summary - Table 2 – Income summary - Table 3 – Human resources summary	4

	- Table 4 – Financial resources summary	
Participant Data	Participant cost data, consists of - Form 1 – Direct staff costs - Form 2 – Other direct costs	2 per participant

Part C - Detailed Budget is constructed in a strict bottom-up manner. This means that it requires a few input data from each participant and then sums up automatically to the total budget of the action and allocates the total costs to work packages. It consequently also means that without these input data the budget cannot be established.

The following input data is needed from each participant and to be filled into the Participant Data worksheet:

- hourly rate (labour rate) per staff category;
- number of hours spent per staff category for each work package;
- other direct costs (subcontracting, travel, etc.) allocated to the work packages.

➲ The Participant Data worksheet is also available as separate file to facilitate the provision and collection of data from the other participants.

IMPORTANT: If a co-ordinator receives Participant data sheets from his/her partners and likes to copy the received data into Part C:

Part C is a partly protected EXCEL file that allows easy copying of the data from separate participant data files into the Participant Data worksheet of Part C. In this case the co-ordinator copies all the received information of a participant "in one go" into the respective Participant Data sheet. **This works ONLY the following way**:

1. Open the Participant Data sheet received from a partner.
2. **Check and ensure that the partner has not added any extra row (or column) to the sheet. This is crucial as otherwise the whole calculation is messed up when copying the information to the *Part C*.**
3. Click into the left top corner of the partner's spread sheet (the unlabelled grey-coloured cell between column A and row 1). By that the whole spread sheet is marked. Then copy it (ctrl+c).
4. Switch to Part C and click on the data worksheet prepared for the respective participant. Click into the left top corner of this sheet to mark the whole sheet. Then paste the whole data sheet (ctrl+v). If you follow these instructions, all formatting remains.
5. Check and ensure that the numbering and order of the partners is consistent between the partner data sheet, the cost, income and resources summary and the numbering of the electronic submission system (Form A3 'Budget').
6. Rename the Participant Data worksheet by adding the participant's short name: Double-click the name of the sheet in the tab at the bottom. E.g. for participant n° 2: Data EACI (CB 2).

➲ **It is not possible to insert or delete whole worksheets in the *Part C - Detailed Budget* as the prepared links from the partner's data sheets to the budget tables would not work.**

The following pages provide you with practical guidance on how to fill in Part C.

➲ **Only uncoloured ("white") cells are to be filled!**
➲ **Additional instructions are also given directly in the template.**

3. Instructions per worksheet

3.1. Worksheet "Data Coordinator (CO)" and "Data Partner (CB2-..)"

This worksheet gathers all cost data of a participant. It is structured in two forms:

- Form 1 – Direct staff costs
- Form 2 – Other direct costs

It needs to be filled by every participant (including the co-ordinator). At the stage of proposal these data do not need to be signed.

➲ Subcontractors should not fill in this form.

IMPORTANT

➲ **Do not add any rows or columns** to this worksheet nor to the separate Participant Data sheet. It will mess up all formulas in the budget worksheet.

➲ **No decimals**. Use only whole EUR amounts.

➲ Costs must exclude deductible value-added tax (VAT), unless an organisation can show that it is unable to recover VAT.

➲ All costs have to be given in Euro and not in thousands of Euro.

➲ Make sure that all costs are allocated to work packages as otherwise Table n°4 (Financial resources summary) will not be correct.

The explanations below follow the numbering of the footnotes given in the Excel template:

Form 1 – Direct staff costs

1. Proposal acronym	Please insert the proposal acronym, consistent with the one used in the electronic submission system.
2. Participant Short Name	Please indicate the official short name of the organisation. This should not be more than 20 characters long. If an organisation has no official short name (or one longer than 20 characters), please choose one to identify the organisation within this proposal. The same short name must be used in Part B, Part C and the Annexes as well as in any other application submitted to this call.
3. Organisation Name in English	Please provide the English translation of your organisation's legal name. ➲ If the organisation legal name is originally in English, please repeat it as this cell is used for reporting purposes.
4. Participant number	This number is allocated by the co-ordinator to the participants for this proposal. The co-ordinator of a proposal is always participant number one. ➲ The participant number is filled in manually at different places. Make sure that the participant number is consistent between the data sheet of the participant, the budget worksheet and the A3 form 'Budget' of the electronic submission system.
5. Participant Role	Automatic indication of the role of each participant, as defined by the consortium for this proposal. The two options are CO and CB. CO stands for 'co-ordinator' of the action, CB stands for 'co-beneficiary', the partners of your consortium. CO signs the grant agreement with the EACI for his organisation and on behalf of all CB. All CB will sign a mandate to the CO to grant power of attorney to the CO for signing the grant agreement on his/her behalf.
6. Legal Status	Please select one of the following options: - Governmental (local, regional or national public or governmental organisations e. g. public authorities, universities, hospitals, schools) (Abbreviation: GOV);

		- Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority such as Public Transport Operators) (Abbreviation: PUC) - Private Non-profit making Organisation (i.e. any privately owned non-profit organisation) (Abbreviation: PNP) - Private Commercial Organisation (i.e. any privately owned organisation with profit-making goals, owned by individuals either directly or by shares) (Abbreviation: PRC) - European Economic Interest Group (Abbreviation: EEIG) - International Organisation (i.e. an international organisation established by national governments) (Abbreviation: INO) - Other (Abbreviation: OTH). Please specify in the next field. Bodies that declare their status as public must comply with the following criteria: ➢ The body has been created by a public authority or is governed by private law with a public service mission. ➢ Note: The "public interest" must be explicitly mentioned in the relevant legal or administrative act/s. ➢ The internal procedures and accounts are submitted to control by a public authority. ➢ The body is financed totally or to a large extent (i.e. more than 50%) by public sources. ➢ In the event that the body stops its activities, all rights and obligations including financial will be transferred to a public authority.
7.	Country code	Select the participant's country code from the provided drop-down list.
8.	Number of productive hours per month	Total productive hours per year can be obtained either from timesheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less certain allowance for sickness, holidays etc.. Productive hours cover the hours spent on external actions as well as on internal work. An example for determining the total productive hours per year could be – on the basis of standard hours - as follows: Days/year..................................365 days Less 52 weekends......................104 days Subtotal......................................261 days Less Annual holidays...........................26 days Statutory holidays.......................15 days Illness/other................................5 days Total-Productive days................. 215 days Productive hours/year (215 days x 7,5 hrs/day) 1613 hrs Productive hours/year (215 days x 8 hrs/day) 1720 hrs Divided by 12 months (for a full-time employee): Productive hours/month (1613 hours/12 months) 134 hrs Productive hours/month (1720 hours/12 months) 143 hrs
9.	Only for associations with members or companies with affiliates	An association with members or a company with affiliates has the possibility to have part of the work carried out by some of its members or some of its affiliates. Where an association participating in the action intends to involve its member(s) (or a participating company involves its affiliates) to carry out the work or parts thereof, the costs incurred by clearly identified member(s) (or the affiliates) can be accepted provided that they are eligible and can be verified during the course of the action as being 'actual' costs. Costs of the members/affiliates should be included under the various cost categories of the participant ➢ the member's/affiliate's staff costs under "*Direct staff costs*"; ➢ its subcontracting costs under "*Subcontracting*"; etc. ➢ Furthermore, for members of an association, the participant (association) in section 9 of Part B (detailed description of the action) shall provide clear description and evidence of the association's structure, showing the relationship with the member(s); ➢ list those members envisaged to join the action. Please list the legal name, address and the name of the responsible person for each relevant member and the task(s) these members are expected to carry out, if known already;

	➢ ensure that the contractual provisions applicable to the participant, especially those related to the eligibility of costs and the checks and audits that the EACI and/or the European Commission may carry out, are also applicable to its members; ➢ retain sole responsibility to carry out the action and for compliance with the provisions of the grant agreement. Furthermore, for affiliate(s), the participant ('Mother Company'), in section 9 of Part B (detailed description of the action) shall: ➢ Provide a clear description and evidence of the ownership structure showing the affiliation with the affiliate(s); ➢ Provide clear evidence that the costs will be recharged and therefore incurred by the participant; ➢ ensure that the contractual provisions applicable to the participant, especially those related to the eligibility of costs and the checks and audits that the EACI and/or the European Commission may carry out, are also applicable to its affiliates; ➢ retain sole responsibility to carry out the action and for compliance with the provisions of the grant agreement. You should also add, where appropriate, a remark related to the relevant member(s)/affiliate(s) in each work package description *("Role and contribution (tasks) of each partner in this work package")* of Part B of the proposal.
10. Category of staff to work on the action	Identify each category of staff in a clear and unambiguous manner. **Apply the staff categories used in your organisation**. Under staff costs you may charge only staff <u>directly</u> working on the implementation of the action. Such persons must be - directly employed by the participant in accordance with his/her national law; - under the participant's sole technical supervision (in essence the technical output must belong to the participant); - remunerated in accordance with the normal practices of the participant provided these are acceptable to the EACI / European Commission. The work of these staff has to be recorded and documented in time sheets (see http://ec.europa.eu/energy/intelligent/managing-projects/day-to-day-management/financial-guidance/index_en.htm#timesheets for a template of time sheets). Other staff, such as management, administrative and secretarial staff of an organisation – important for the functioning of the organisation but not directly working on the implementation of the action – is included in the 60% indirect costs ("overheads") (see note 21). Exceptions could occur when tasks outlined in the action justify a distinct role of such staff, which then also has to be recorded in time sheets. ➲ Examples of staff categories: project manager, senior expert, junior expert, technician, in-house consultant, etc. ➲ ***In-house consultants*** deliver 'external services' and are in principle to be considered under the 'subcontracting' cost category. Similarly, persons delivering services under ***'civil contracts'*** (a form of service contract under private law with the obligation to deliver results in a specified timeframe) are in principle also to be considered under the 'subcontracting' cost category. However, if the criteria listed below are fulfilled (in addition to the general eligible cost criteria of the grant agreement): costs of consultants (i.e. natural (physical) persons) who join the beneficiary's project team <u>may</u> be classified under staff costs, regardless of whether the consultants are self-employed or employed by a third party. Similarly, the costs of persons with civil contracts who join the beneficiary's project team <u>may</u> be classified under staff costs, subject to the same criteria. ***THE CRITERIA :*** (1) The <u>consultant/person</u> has a contract to work for the beneficiary and (some of) that work involves tasks to be carried out under the IEE grant agreement (2) The consultant/person works under direct instructions/supervision of the beneficiary (3) The consultant/person works in the premises of the beneficiary as a member of the project team (4) The <u>output of the work belongs to the beneficiary</u> (5) The <u>costs of employing</u> the consultant/person <u>**are reasonable, are in accordance with the normal practices of the beneficiary**</u> <u>(provided that these are acceptable to the EACI)</u>

	and are **not significantly different from the personnel costs of employees** of the same category working under a labour law contract for the beneficiary (6) Travel and subsistence costs related to the participation of the consultant/person in project meetings or other travel relating to the project is directly paid by the beneficiary. The applicable tax and social security costs related to the consultant are paid by himself/herself, the applicable tax and social security costs related to the person working under a civil contract are paid by the beneficiary. (7) The consultant/person MUST be a user of the beneficiary's infrastructure (i.e. user of the 'indirect costs') Please note that teleworking may only be allowed if the standard working conditions applicable to the employees of the beneficiary allow it and the above mentioned criteria are still respected. A copy of the standard working conditions might be requested by EACI on a case by case basis.
11. Hours on the action	Sum of hours per staff category. Automatically added from the table in which the hours per staff category are allocated to work packages (see note 16).
12. Hourly rate	Based on annual gross remuneration (=gross salary or wages plus obligatory social charges) divided by the number of productive hours per year. Average rates can be used if they fairly reflect the grades working on the action. In either case, the average must reasonably reflect the cost of personnel on the action. ➲ This rate cannot include any profit margin or any overhead costs. ➲ As a general rule, no overtime may be charged to IEE actions, unless this element has also been taken into account in the calculation of the total productive hours, or overtime is reimbursed specifically by the participant. For more information on how to calculate the productive hours per month please refer to note 8. ➲ Participants should be prepared to justify their hourly rates upon request from the EACI.
13. Direct Staff Costs	Multiplication of the hourly rate and the hours budgeted per staff category.
14. Total hours on the action	Sum of the hours per participant. This amount is taken into column G of the budget.
15. Total direct staff costs	Sum of the direct staff costs per participant. This amount is taken into column H of the budget.
16. Allocation of staff hours/costs to work packages	Estimated hours needed for each staff (categories) to work packages. This estimation should be based on the role and responsibility of the participant in each of the work packages as described in Part B of the proposal. ➲ Hours related to general project management, including meetings of the action, should be always allocated to work package 1 'Management'. ➲ Work package leader should include the hours of co-ordination of the work package under the respective work package. ➲ The final work package 'IEE dissemination activities' is usually only for the co-ordinator. For more information see guidelines under Part B of the proposal.

Form 2 - Other Direct Costs

17. Subcontracting (= external services)	External services are those performed by third parties outside the participating organisation and outside the consortium of the action. They relate exclusively to purchases of services, not of goods. Subcontracts must be awarded in accordance with the conditions set out in the general conditions of the model grant agreement (Article II.9 and II.10). In summary this means that subcontractors should be selected on transparent grounds, to the best offer, taking into consideration price and quality (best value for money). In a very simplified procedure, three different offers should be obtained and evaluated against common established criteria to ensure that each of them is treated fairly and equitably. The subcontracts have to specify tasks and remuneration for these tasks. There are limits to subcontracting such as:

	- subcontracting should be reserved for limited tasks outsourced by the beneficiary, and for hiring special expertise. Otherwise the EACI might request that the subcontractor becomes a beneficiary to the grant agreement. - beneficiaries who issue subcontracts have to pay 100% of the subcontractors' invoice. Services normally included under 'Subcontracting' are : - Website development - Interpretation services, - Consultancy services, etc. Travel costs for subcontractors are to be included under subcontracting costs. Work to be subcontracted must also be indicated in Part B of the application. How to fill in the form? Indicate the name of the subcontractor, if already known, or TBD (to be determined), the country code (for the list of countries please refer to note 7), and some short, but clear key words characterising the work to be undertaken. **Do not add rows as this destroys the underlying links and formulas**. If there are not enough lines for all subcontracts planned, put two subcontracts of the same work package in one row and specify the single amounts under "Description".
18. Travel costs and subsistence allowances for staff	This cost category includes the amount of travel and subsistence of personnel (staff only !) working directly for the action, calculated on the basis of the usual practices of the participant. <u>How to fill in the form</u>? A clear description of travel should be given: • Reason for travel: please form categories such as (internal) project meetings, training, dissemination workshop, etc. Use the same terms as in Part B of the proposal; • Destination, if known. If unknown, apply average estimates. • Number of persons travelling: as a general guideline it seems appropriate that the co-ordinator attends project meetings with 2 persons whereas co-beneficiaries (other participants) attend project meetings with one person. However, kick-off meetings might be attended by more than one person per organisation, and also other project meetings might be attended by more than one person where this can be substantiated by distinguished roles at the meeting. • Travel costs per person: travel costs of the whole trip, including subsistence costs. ➲ Travel costs (column I) should be budgeted respecting the principle of sound financial management. For (long distance) travel costs a limit of 1000 EUR per person and travel should be applied. Exceptions must be duly substantiated. ➲ As a general rule travel to project meetings (which are not combined with other events) should all be allocated under work package 1 '*Management*'. ➲ Travel costs for subcontractors are to be included under subcontracting costs. ➲ Subscription fees to conferences or dissemination events are not travel costs and should be charged under "*Other specific costs*". **Do not add rows as this destroys the underlying links and formulas.** Make categories of travels as described above.
19. Purchase costs for equipment/Description of the equipment	This category applies only for depreciation costs of equipment or other assets (new or second hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9. and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary; the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee. Only the portion of the equipment's depreciation, rental or lease cost corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. By way of exception the full cost of the purchase of equipment might be eligible, where justified by the nature of the action and the context of the use of the equipment or assets. Due to the type of actions (non-technological), any equipment for the promotion and

	dissemination actions of the IEE programme will only be accepted under exceptional circumstances and only with prior agreement of the EACI. Costs of items that are considered 'consumables' (if purchased in accordance with Art. II.9) should be included in the 'Other cost' category. How to fill in the form? If you think your equipment qualifies for these exceptional circumstances, please give a brief description of the equipment to be purchased specifically for use in the action. E.g. specific monitoring equipment, database software, etc. Standard office equipment and software (PC, laptop, printer, etc.) is part of the indirect costs and not eligible as direct costs under this category. Please describe the use of the equipment clearly and convincingly in the related work package in Part B of the application. If eligible, only a portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purpose of the action may be taken into account as eligible costs. Equipment costs must be capitalised in the books of the participant, according to the national accounting rules. The costs to be charged to the action shall be calculated according to the following formula: (A/B) x C x D A – Period of months used for the action B – Total period of depreciation (in months) C – The actual cost/value D – The percentage of usage of the equipment for the action
20. Other specific costs/Description	'Other specific costs' should be costs that cannot be included under any of the previous cost categories of direct costs but are purchased in accordance with Art. II.9. Examples: - costs related to the organisation of trainings and events (excluding costs where a subcontract has been concluded with a service provider, which must be charged under 'Subcontracting'); - dinner costs at project meetings: Dinner costs are accepted as eligible costs within the limit calculated as follows: maximum of twice the number of consortium participants and € 40/person. Per meeting only the costs for one dinner will be accepted as eligible costs; - printing of promotion and dissemination material; - travel costs for persons who are not members of staff nor subcontractors; - subscription fees to conferences or events; - equipment which is not depreciated; - costs of bank guarantees. Financial guarantees equivalent to the amount of the first pre-financing are requested by the EACI in case the financial capacity of a participant is assessed as weak; except where the beneficiary concerned is a public body or an international organisation (please refer to note 6 for the definitions) - costs of audit reports, where applicable. Audit reports are only requested at the end of the action in case the amount of EU funding exceeds EUR 325.000 per beneficiary, save when the beneficiary concerned is a public body or an international organisation (please refer to note 6 for the definitions). See Article I.5.3 of the model Grant Agreement. - Translation costs - Costs of financial support to third parties within the meaning of Article II.11 (only after explicit approval of EACI). How to fill the form? Give a short but clear description of the 'Other specific costs' making it convincing that these costs are necessary for the action. Indicate the work package these costs relate to. Costs can only relate to one work package. Where applicable (i.e. printing,) provide the unit costs and the total number. **Do not add rows as this destroys the underlying links and formulas.** If there are not enough rows, please group some of your costs items and use the text field to separate.

3.2. Worksheet "BUDGET"

This worksheet consists of four tables. Most of the information is taken automatically from the data of the participants through protected links.

The only information which the co-ordinator must fill directly into the budget is:

- the amount of EU funding per participant (column V in Table 2)
- the expected funding from 3rd parties (column Y in Table 2) and
- the names of the work packages (columns AJ-AR in Table 3).

<u>Table 1: Cost summary in EUR</u>

All information is taken automatically from the data of the participants.

21. Indirect eligible costs ("overheads")	Indirect eligible costs are accepted solely with a flat-rate model. The applied rate is related to the direct staff costs and amounts to 60% of the direct staff costs per staff category. The amount is calculated automatically in column N. Indirect costs are intended to cover costs which, with due regard for the conditions of eligibility described in Article II.19.1 of the Grant Agreement, are not identifiable as specific costs directly linked to the performance of the action and therefore cannot be booked to it directly, but which are needed to employ, manage, accommodate and support directly or indirectly the personnel performing the work on the action. The 60% indirect costs do not need to be substantiated. ➲ The indirect costs cannot be removed from the application. Where adjustments are necessary they will be done at the negotiation stage. Adjustments might become necessary in two cases: 1. Organisations which receive an operating grant from the European Union cannot charge indirect costs for the same duration. 2. Local and regional energy agencies which were established with and are still beneficiaries of EU contributions from the IEE Programme. Their indirect costs are thus already covered for that duration.

<u>Table 2: Income summary in EUR</u>

22. Requested funding from IEE programme	Please insert the contribution requested from the EU in Euro. **The overall funding requested for promotion and dissemination actions is <u>limited to 75% of the total eligible costs</u>.** As a rule, funding from the EU under the IEE programme can only be granted for participants from Member States (EU-27) and States with a signed association agreement for their participation in the IEE programme. For the actual list of countries with an association agreement please consult the IEE website. **Organisations from countries without association agreements cannot be beneficiaries and cannot receive funding.**
23. Expected funding from 3rd parties (public + private)	Please insert the funding you <u>expect</u> from third parties (including other public funding, private funding as well as income from conference fees, trainings or sales of publications etc.). ➲ A third party is any organisation <u>outside</u> the consortium. Own-co-funding is therefore not 3rd party funding, but is calculated in column X as residuum of total eligible costs minus EU funding and 3rd party funding.

<u>Table 3: Human resources summary</u>

Please insert the names of the work packages. They should be the same as in Part B of the application.

All other information is taken automatically from the worksheets with the data of the participants.

<u>Table 4: Financial resources summary</u>

All information is taken automatically from the worksheets with the data of the participants.

➲ Check for inconsistency between Table n°4 "Financial resources summary" and the costs indicated by the participants. Make sure that the work package n° is indicated in the participant data sheet as otherwise the cost item cannot be allocated to work packages and Table n°4 will be wrong.

3.3. Worksheet "A3 FORM"

This worksheet presents a summary of the main budget/resource data per participant and the totals. **You cannot fill out this sheet:** it is protected and fills in automatically based on your data in the worksheets of each participant and budget.

It delivers exactly the data which the Coordinator will need to encode directly into Form A3 of the electronic submission system.

➲ If you do not respect to use only whole EUR amounts and whole numbers for hourly rates and other costs, rounding differences between the A3 of Part C and the A3 form of the online forms might occur and are accepted.

➲ In case of discrepancies of the amounts in the online form A3, the A3 worksheet of Part C and the detailed financial information of Part C, the latter prevails.

V. INSTRUCTIONS FOR THE PROPOSAL ANNEXES

→ Eligibility and Selection criteria

(a) Overview:

Type of Annex	For whom?	What to upload?	Annex format for upload	How to name your file?
1. Declaration by the applicant (DEC)	All participants	Scan of signed and stamped form (template provided directly in the on-line system) ! Should be scanned and uploaded in one single file for all partners	**1 single PDF file**	**Acronym_DEC.pdf**
2. **Administrative Documents**	! To be zipped into 1 single zip file		**Provide in 1 single ZIP FILE:**	**ACRONYM_ADMIN.zip**
a. Legal documents (LD)*	COORDINATOR*	Scan of certified copy of your legal documents	PDF	Coordinator short name_LD
b. Legal entity form (LE)*	COORDINATOR*	Scan of signed legal entity form (download standard form from link given below)	PDF	Coordinator short name_LE
c. Balance sheets (BS) and Profit and Loss account	COORDINATOR if private participants	Scan of certified copy of most recent documents	PDF	Coordinator short name_BS
d. Simplified financial statement (SFS)	COORDINATOR_if private participants	Filled out financial statement (template provided directly in the on-line system) ! Should be uploaded in Excel	XLS	Coordinator short name_SFS
e. Audit report (AR)	Private participants who ask for more than 750.000 EUR funding	Scan of certified copy of audit report (in national language) which must certify the accounts for the last financial year available	PDF	Participant short name_AC
f. Financial identification form (FI)	COORDINATOR	Scan of signed and stamped financial identification form (download standard form from link given below)	PDF	Coordinator short name_FI
3. Letter(s) of support (LOS)	Optional	Scan of letter(s) – in one single file	**1 single PDF file**	**Acronym_LOS.pdf**

**** Coordinators who have a validated PIC do not have to submit 1. Legal documents (LD) nor 2. Legal entity (LE) form.***

Important: For the Annexes, the only possible formats are PDF and ZIP. The Annex filename should not contain any special characters. It can only contain Latin letters (A-Z, a-z), digits (0-9) as well as the underscore (_), the dash (-) and the dot (.). Spaces will be automatically converted to underscore during the upload process. The Annex filename(s) must be different from the Part B filename.

(b) Instructions:

Recall: These annexes need to be uploaded into the online submission system. Only the coordinator has the permission to upload files. Other participants have to send the required annexes regarding their organisation to the coordinator. However, the other participants can access and download the files.

1. Declaration by the applicant [Eligibility criteria – grounds for exclusion, Section 3 of the Call for Proposals]**:**

- Each participating organisation has to provide the declaration signed and stamped by an authorised representative of the organisation. The template is downloadable from the electronic submission system. It should be printed on the letterhead of the organisations concerned.
- The Coordinator should collect all declarations and convert them into PDF format in one single file containing the declarations of all participants.

2. Legal documents – COORDINATOR ONLY* [Eligibility criteria – legal persons, Section 3 of the Call for Proposals]

- Legal documents prove the legal existence of the organisation and that the organisation is established according to the respective national law(s). Legal documents should be coherent with the legal status on Form A2. If the applicable national law requires a registration, a copy of this registration should be included as well. Legal documents can be submitted in national language.
- Documents should be signed 'certified copies' before being scanned[11].
- For public bodies (e.g. cities, regions and municipalities, or governmental institutions, universities…), it is sufficient to provide a certified copy of the resolution, law, decree or decision establishing the body in question, or if not available, any other official document originating from this body (an invoice for example). For cities and municipalities a certified copy of a printed document provided by the city/municipality is sufficient if the header contains the name, address and when applicable the registration number.

** Coordinators who have a validated PIC <u>do not have to submit</u> Legal documents.*

3. Legal entity form – COORDINATOR ONLY * [Eligibility criteria – legal persons, Section 3 of the Call for Proposals]:

- The legal entity form needs to be filled out by the coordinator. It is downloadable for all Community languages at the following website:

  http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en.
- The form should be filled and signed by the authorised representative(s) before converting it into PDF.

** Coordinators who have a validated PIC <u>do not have to submit</u> the Legal entity form.*

4. Balance Sheets – COORDINATOR ONLY [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- The coordinator - except when a public body - should provide their balance sheets for the most recent year that accounts are closed.
- Organisations which according to their national law do not need to establish balance sheet should attach the closest equivalent, e.g. a statement of income and expenditures.
- Newly founded organisations, which do not yet have balance sheets and profit and loss account available, should attach their business plan.

[11] Certification of documents: The purpose of the certification of the requested Balance sheets and profit and loss account and legal documents is to confirm that your copies of these documents correspond to the original. This certification can be given by any authorised person of the participating organisation by stating on the document “Corresponding to the original” and having this statement signed, stamped and dated. In case (some of) these documents have to be published in an Official Journal, the copies do not need to be certified. In case of voluminous documents, only the first page needs to be certified.

- Documents should be signed 'certified copy' before converting them into PDF.

5. Simplified financial statement – COORDINATOR ONLY [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- The coordinator – except when a public body - should complete, in excel format, the simplified financial statement for their organisation. It is downloadable from the electronic submission system, together with the other templates. Detailed instructions are provided within the form.
- The file must be uploaded as a zipped excel file - i.e. you must add your excel file to a ZIP file for upload!

6. Audit report [Selection criterion – financial capacity, Section 4 of the Call for Proposals]:

- In case a participant - except public bodies - requests EU funding of more than €750 000, an audit report produced by an approved external auditor must be submitted together with the application. That report must certify the accounts for the last financial year available and can be submitted in national language.
- The report should be signed 'certified copy' before converting it into PDF.

7. Financial identification form – COORDINATOR ONLY:

- The financial identification form needs to be filled out by the Coordinator. It is downloadable in all Community languages at:
  http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.
- The form should be filled, stamped and signed by the bank and the authorised representative before converting into PDF. Alternatively to signature and stamp of the bank, a copy of the account's bank statement clearly showing the IBAN code can be attached.

8. Letters of support / intent (optional)

- You may wish to enclose letters of support from relevant key actors/ stakeholders supporting your proposal or letters of intent regarding 3rd party co-financing.
- The Coordinator should collect all letters and convert them into PDF Format in one single file containing all letters.
- Please list the organisations giving letters of support in part B, Section 2 (Involved organisations).
- Please list the organisations giving letters of intent in part B, Section 7 (Co-financing sources).

Recall: File size for the electronic submission system

The average size of each single file to upload (Part B, Part C, Annexes) is of 2 MB. You are requested to please try to stay below 3 MB. The system has a 10MB limit for each file, except for the annex containing letters of support which has a 20MB limit.

Practical advice for converting files into PDF Format:

- Do not use a resolution of larger than 300 DPI.
- Stay in black and white. Colours cannot be reproduced; nuances of grey may be reproduced but should be avoided for legibility purposes.
- Check your PDF in printed form for legibility.

* * *