



EUROPEAN COMMISSION

CALL FOR PROPOSALS – MOVE/C4-2013/122-2

For promoting efficient enforcement of specific traffic rules

1. INTRODUCTION – BACKGROUND

1.1. Policy framework

The European Commission intends to award a grant to promote efficient cross border cooperation between Member States concerning the enforcement of traffic rules related to road safety offences set out in Directive 2011/82/EU of the European Parliament and of the Council of 25 October 2011 facilitating the cross-border exchange of information on road safety related traffic offences¹ (CBE Directive), including exchange of best enforcement practice, as envisaged in the EU Road Safety Policy Orientations².

The call for proposals is published under the Annual Work programme for 2013³ in the field of mobility and transport under section A.1.1: Road safety call for proposals.

Information on this call for proposals is available on the DG MOVE website at the following address:

http://ec.europa.eu/transport/grants/index_en.htm

1.2. Purpose of this call for proposals

In July 2010, plans were put forward by the European Commission in the EU Road Safety Policy Orientations, to reduce the future number of road fatalities on Europe's roads by half in the next 10 years. Strategic Objective No 2 “**Increase enforcement of road rules**” of the Policy Orientations stipulates, inter alia, that: “...*enforcement remains a key factor in creating the conditions for a considerable reduction in the number of deaths and injuries, especially when it is intensively applied and widely publicised...*” Furthermore, it is laid down in the objective that a European enforcement strategy should be built on, among others, the following axes:

- Cross-border exchange of information in the field of road safety;
- Enforcement campaigns.

¹ OJ L 288, p. 1.

² Communication from the Commission "Towards a European road safety area: policy orientations on road safety 2011-2020", COM(2010) 389

³ Commission Decision of 1 February 2013 on the annual work programme for 2013 in the field of mobility and transport and the financing decision in accordance with Article 84(2) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union

On 19 March 2008, the Commission adopted a proposal for a Directive with the aim to facilitate the exchange of information on road safety offences, what became the CBE Directive. The Directive enables EU drivers to be identified for specific road safety related traffic offences, as follows:

- Speeding;
- Non use of seatbelts;
- Failing to stop at a red traffic light;
- Drink driving;
- Driving under the influence of drugs;
- Failing to wear a safety helmet;
- Use of a forbidden lane;
- Illegally using a mobile telephone or any other communication devices while driving;

committed in a Member State other than the one where their vehicle is registered. It provides Member States mutual access to each other's vehicle registration data via an electronic data exchange network in order to identify the presumed offender ensuring equal treatment of drivers.

According to Article 11 of the Directive, the Commission has to submit a report to the European Parliament and the Council by 7 November 2016 covering, inter alia, the following aspects of enforcement:

- an assessment of the need for developing common standards for automatic checking equipment and for procedures. In this context, the Commission is invited to develop at Union level road safety guidelines within the framework of the common transport policy in order to ensure greater convergence of the enforcement of road traffic rules by Member States through comparable methods and practices. These guidelines may cover at least the non-respect of speed limits, drink-driving, non-use of seat belts and failure to stop at a traffic red light,
- an assessment of the need to strengthen the enforcement of sanctions with regard to road safety related traffic offences and to propose common criteria concerning the follow-up procedures in the case of non-payment of a financial penalty, within the framework of all relevant EU policies, including the common transport policy.

The main purpose of this call for proposal is to reinforce consistent enforcement of traffic rules related to road safety offences as set out in the CBE Directive and to support the sharing of "best enforcement practice" in order to ensure equal treatment of drivers and reduce road fatalities and serious injuries in the EU. This would be achieved by:

- organizing thematic seminars/workshops, conferences, joint actions/operations and exchanges for traffic police officers,
- developing comparable enforcement methods and practices.

The action(s) should cover all EU Member States. However, they should, inter alia, include the EU regions/Member States where the enforcement of traffic rules requires significant improvement.

1.3. Percentage of Union co-financing

The grant is intended as an incentive for carrying out action(s) which could not be executed without Union financial support, and they reflect the principle of co-financing. The Commission therefore grants only funds which are complementary and subsidiary to contributions made by the beneficiary, the national, regional or local authorities and other bodies. Accordingly, the maximum amount granted will be up to 50% of the total eligible costs of the action(s). Contributions in kind are allowed but not regarded as eligible costs.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

2.1. Overall objectives, specific objectives and expected result

The overall objective of this initiative is to promote efficient cross border co-operation between Member States concerning the enforcement of traffic rules by supporting international cooperation and exchange of best practice.

The specific objectives to be achieved are:

- providing guidance on harmonized methods and practices where possible to ensure equal enforcement of traffic rules,
- sharing of best practice between the authorities and administrations in charge of enforcement of traffic rules as well as organizations representing drivers. It is expected that all relevant stakeholders will join forces (police administrations, NGOs, etc.) in the action(s).

The expected results are:

- improving the efficiency of the traffic rules enforcement by enhanced cross border co-operation. At the end of the action(s), traffic police officers should be able, at their turn to their home bases, to disseminate the best enforcement practice they learned and apply the knowledge they acquired,
- delivering proposal for road safety guidelines concerning comparable enforcement methods and practices to ensure greater convergence of the enforcement of traffic rules in the EU. The proposed guidelines have to cover the road safety rules related to the traffic offences as set out in Directive 2011/82/EU, but at least the non-respect of speed limits, drink-driving, non-use of seat belts and failure to stop at a traffic red light.

2.2. Categories of activities covered by this call for proposals (Work plan)

The action(s) have to cover the following activities grouped in four main work packages:

WP I: Developing a monitoring and evaluation plan

It should cover clear planning of activities and processes to ensure effective management cycle of the action(s). Performance indicators for each activity have to be set out along the following effectiveness criteria:

- Utility: the action(s) will serve the practical information needs of intended users;
- Feasibility: the methods, sequences, timing and processing procedures proposed are realistic, prudent and cost-effective;

- Propriety: the action(s) activities will be conducted legally, ethically and with due regard for the welfare of those affected by its results;
- Accuracy: The action(s) outputs will reveal and convey technically adequate information.

On the basis of the performance indicators, the beneficiary will provide an assessment/evaluation how far the results/outputs of the activities met the objectives of the action(s), especially how many Member States modified/improved (or intend to modify/improve with clear deadlines) their traffic rules or enforcement methods and practices and, how such improvement has been implemented, following the best enforcement practice they learned.

WP II: Designing thematic seminars/workshops, conferences, joint actions/operations and exchanges for traffic police officers

The consultations should be performed, if possible, in each Member State in order to collect data on their enforcement of traffic rules and the problems they encounter. Examples of the best enforcement practice should be identified.

WP III: Drafting relevant documents for seminars, workshops and conferences and disseminating information

The documents should explain the enforcement of specific traffic rules/provisions in various Member States providing examples of the best practice, at the same time including problematic and unsolved aspects of the enforcement. The documents should be provided electronically and/or in hard copy to all participating in the action(s) and transferred to the relevant authorities of the Member States to ensure exploitation of the results.

WP IV: Drafting the proposal for road safety guidelines concerning comparable enforcement methods and practices

The proposal for road safety guidelines should contain an assessment concerning comparable enforcement methods and practices to ensure greater convergence of the enforcement of traffic rules in the EU. The assessment should be based on a detailed description the road safety rules related to the traffic offences, in all Member States, as set out in Directive 2011/82/EU, but at least the non-respect of speed limits, drink-driving, non-use of seat belts and failure to stop at a traffic red light.

2.3. Meetings and reporting:

2 meetings shall be held with an advisory group established by the beneficiary who should include Commission's representatives. Minutes of the meetings will be drafted by the beneficiary within 5 working days, and will be agreed among the participants.

Interim implementation report, including interim financial statement, shall be submitted to the Commission on all activities carried out. The report shall provide clear planning of activities and processes to ensure effective management cycle of the action(s) including performance indicators, as envisaged in the Work package I and detailed statistics on thematic seminars, conferences, joint actions/operations and exchanges (delivered and planned) covering number of participants and lecturers. With the interim report, draft proposal for road safety guidelines concerning comparable enforcement methods and practices shall be provided.

Final report shall be submitted to the Commission covering all points of the work plan as well as proposal for possible follow-up actions, including final financial statement and summary financial statement. With the Final report also the final version of the proposal for road safety guidelines concerning comparable enforcement methods and practices shall be provided. The final report will be accompanied by an executive summary in EN, which shall provide a short synthesis of the key actions carried out and the assessment of effectiveness of the achieved results on the basis of plausible indicators.

3. Timetable

| | Stages ⁴ | Date and time or indicative period |
|----|--|------------------------------------|
| a) | Publication of the call | 01/07/2013 |
| b) | Deadline for submitting applications | 30/09/2013 |
| c) | Evaluation period | October 2013 |
| d) | Information to applicants | November 2013 |
| e) | Signature of grant agreement or notification of grant decision | December 2013 |
| f) | Starting date of the action/ work programme | January 2014 |

4. BUDGET AVAILABLE

The actions selected will be co-financed from the budget line 06.020300 – "Support activities to the European Transport policy and passenger rights". The estimated total amount of EU funding for this call is EUR 600.000. The Commission expects to fund one proposal for an action of a maximum duration of 24 months. The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form.
- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA⁵

6.1. Eligible applicants

⁴ Stages b), c) d) (or equivalent) and e) to be repeated in case of a two-stage submission procedure

⁵ Art. 131 FR, 201 RAP

Applications submitted in writing by one or several legal persons who are established in a Member State of the European Union are eligible. Applicants must state their legal status and demonstrate their financial and operational capacity to carry out the proposed action(s).

Applications submitted by entities which do not have legal personality under the applicable national law are also eligible, provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2. For that purpose, applicants shall identify such affiliated entities in the application form. Only applications from legal entities and affiliated entities where applicable established in the following countries are eligible: EU Member States.

In order to assess the applicants' eligibility as well as the eligibility of affiliated entities, the following supporting documents are requested where appropriate:

- private entity: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- public entity: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- consortium: in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project;
- entities without legal personality: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

6.2. Eligible activities

Types of activities eligible under this call for proposals:

- Developing a monitoring and evaluation plan;
- Designing thematic seminars/workshops, conferences, joint actions/operations and exchanges for traffic police officers;
- Drafting relevant documents for seminars, workshops and conferences and disseminating information;
- Drafting the proposal for road safety guidelines concerning comparable enforcement methods and practices;

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents⁶

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals and available at http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm.

⁶ Art. 197 RAP

8. SELECTION CRITERIA⁷

8.1. Financial capacity⁸

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour and
- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed.

The last of these provisions does not apply to public bodies and international organisations. Applicants must fill in the form relating to legal entities, available from the following website:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

8.2. Operational and technical capacity⁹

Applicants must have the professional competencies, technical capacity as well as appropriate qualifications necessary to complete the proposed action(s). In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;

9. AWARD CRITERIA¹⁰

The action(s) supported must be designed to achieve all of the objectives and to cover all activities referred to in section 2. The Commission will base the choice of action(s) and the rate of Union co-financing on the following criteria and their respective weighting. Only eligible applications will be assessed against these criteria.

European dimension and innovative nature (20%)

The Commission will assess the extent to which the proposed action(s) will contribute and create genuine added value for the common transport policy (and other policies – e.g. police co-operation). The Commission will assess the extent to which the proposed measure will lead to new approaches and practices (added value and innovation).

Multiplier effect (35%)

⁷ Art. 132 FR, 202 RAP

⁸ Art. 131, 132 FR, 202 RAP.

⁹ Art. 131 FR, 202 RAP.

¹⁰ Art. 132 FR, 203 RAP

The Commission will assess the extent to which the proposed action(s) will allow the application, dissemination and exploitation of results. The assessment will also include the sustainability of the action(s) and the follow-up activities.

Effective management and cost-effectiveness ratio (20%)

Applicants should present a clear management plan demonstrating efficient resource distribution and strategic planning. They should effectively operate the services and capacities of the entity, in alignment with the specific objectives and expected results of the action(s). The budget, broken down by category of expenditure, must demonstrate a good cost-effectiveness ratio for the action(s) (balance between the expected results and the amount of the grant).

Visibility (10%)

The description of the action(s) must include the means by which the Union action will be made visible (publications, organisation of events, websites, CD-ROMs, etc.).

Quality of the methodology and work plan (15%)

The organisation of the action(s), the work plan (clarity and coherence of the objectives, adequacy of the expected results) and schedule, as well as proposed methodology for achieving the objectives set out in section 2, must be described in detail.

Only applications with a total score of a minimum of 75% and a minimum score of 60% for each individual criterion will be taken into consideration for awarding the grant. The evaluation of eligible proposals which fulfil the selection criteria is carried out using a single-stage submission, where the full proposal will be evaluated by an Evaluation Committee, composed of officials of the European Commission. This Committee draws up a list of projects for which a support is proposed.

10. LEGAL COMMITMENTS¹¹

In the event of a grant awarded by the Commission, a grant agreement will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award¹²

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.¹³

¹¹ Art. 121 FR, 174 RAP.

¹² Art. 129 FR

¹³ Art. 196.4 RAP.

b) Non-retroactivity¹⁴

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing¹⁵

Co-financing means that the resources which are necessary to carry out the action(s) may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget¹⁶

The estimated budget of the action(s) is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published in the Official Journal of the European Union on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

e) Implementation contracts/subcontracting¹⁷

Where the implementation of the action(s) require the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding €60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹⁸ or contracting entities in the meaning of Directive 2004/17/EC¹⁹ shall abide by the applicable national public procurement rules.

¹⁴ Art. 130 FR

¹⁵ Art. 125 FR, 183 RAP.

¹⁶ Art. 196.2 RAP

¹⁷ Art. 137 FR, 209 RAP

¹⁸ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal;

11.2. Mixed financing

The grant for the action(s) is to be calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 50% of **eligible costs** taking into account the maximum grant amount referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

Eligible costs²⁰

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement or the grant decision.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).

- they are indicated in the estimated budget of the action or work programme;
- they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
- 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 according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency;

²⁰ Art. 126 FR

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- *the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;*
- *costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;*
- *subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices,*
- *costs of travel (for meetings, including kick-off meetings where applicable, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel,*
- *depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission,*
- *costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;*
- *costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);*
- *costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;*
- *costs relating to external audits where required in support of the requests for payments;*
- *value added tax ²¹("VAT") where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable*

person as defined in the first subparagraph of Article 13(1) of Council Directive 2006/112/EC of 28 November 2006 on the common system of value added tax;

Eligible indirect costs (overheads)²²

A flat-rate amount 7% of the total eligible direct costs of the action(s) is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

Ineligible costs

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. 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;
- contributions in kind;
- excessive or reckless expenditure;
- others (in accordance with the relevant legal base);

Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action(s), upon approval of the request for payment containing the following documents²³:

- a final report providing details of the implementation and results of the action(s);
- the final financial statement of costs actually incurred,
- *where applicable, a certificate on the financial statements of the action or the work programme and underlying accounts²⁴*

EU grants may not have the purpose or effect of producing a profit within the framework of the action(s) of the beneficiary. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action(s).

²² Indirect costs do not apply to operating grants

²³ Art. 135 FR

²⁴ Art. 207.3 RAP

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at:
http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Commission²⁵

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary,
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²⁶ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

²⁵ Art. 35, 128.3 FR, 21, 191 RAP.

²⁶ European Union Official Journal L 39, of 10 February 2007.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process²⁷.

Applicants will be informed in writing about the results of the selection process.²⁸

Submission on paper

Application forms are available at:

http://ec.europa.eu/transport/factsfundings/grants/index_en.htm

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 copies (one original clearly identified as such, plus 2 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Grant applications must be sent to the following address²⁹:

- (a) By registered mail or by private courier

The proposal must be sent by registered mail or by private courier, dispatched not later than 30/09/2013, the postmark or the date on the slip issued by the courier service are equally valid as proof of deposit.

By registered mail, to the following address:

**European Commission
Directorate-General for Mobility and Transport
DM 28 - 0/110 – Mail/Archives
B-1049 Brussels**

²⁷ Art. 96 FR

²⁸ Art. 133 FR, 205 RAP

²⁹ Art. 195.3 RAP

Belgium

By private courier, to the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)

(b) Or by hand delivery

Proposals must be delivered by hand to the European Commission's central mail department by 16:00 (Brussels time) on 30/09/2013 at the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

Practical arrangements:

Proposals must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

Call for proposals MOVE/C4-2013/122-2
Not to be opened by the internal mail department
DM 28 0/110 Mail/Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape. Applications sent by fax or e-mail will not be accepted.

Questions may only be submitted in writing during the publication phase to the following mailbox:

rudolf.koronthaly@ec.europa.eu

Please note that for your questions concerning this call for proposals, a document 'Q&A' - Questions and Answers will be published on the Europa website at:

http://ec.europa.eu/transport/grants/index_en.htm

Annexes:

- Application form
- Model grant agreement