



CALL FOR PROPOSALS – MOVE/D3-2013/280-1

For the organisation of an EU Training Curriculum on the harmonized application of the road transport legislation

1. INTRODUCTION – BACKGROUND

1.1. Policy framework

The European Commission intends to award a grant to promote a common understanding and harmonized enforcement of the provisions laid down in the EU road transport legislation. This would further improve the cost-effectiveness of enforcement and contribute to enhancing compliance with the EU rules in force.

The call for proposals is published under the Annual Work programme for 2013 in the field of mobility and transport under section A.1.2: EU Training Curriculum on the harmonized application of the road transport legislation.

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

The EU has developed a framework of rules for goods and passenger road transport, having as its cross-cutting goals to enhance road safety, to ensure the adequate social protection of road transport workers and to harmonise the conditions of competition.

Rules on driving time and rest periods have been agreed (Regulation 561/2006) and supplemented by rules on the maximum working time (Directive 2002/15). Enforcement of these rules is also progressively harmonized, in particular through the digital tachograph (Regulation 3821/85) and a directive on minimum levels of controls (Directive 2006/22).

Road package legislation (Regulations (EC) Nos 1071/2009, 1072/2009, 1073/2009) establishes new streamlined European rules for access to the profession of transport operator and regulates the market for the international carriage of goods and passengers more efficiently.

Heavy goods vehicles transporting goods in Europe as well as buses and coaches, must comply with certain rules on weights and dimensions for road safety reasons and to avoid damages to roads, bridges and tunnels. Directive 96/53/EC sets maximum common measures, ensuring that Member States cannot restrict the circulation of vehicles, which comply with these limits from performing international transport operations within their territories.

Effective and uniform enforcement of all those provisions is of paramount importance if the objectives of the EU road transport policy are to be achieved and the application of the rules is not to be brought into disrepute.

Progress has already been achieved since the adoption of EU rules on checks and on tachograph in 2006. Since then the Commission has been working together with Member States and EU stakeholders on establishing and promoting a common approach to the application of the EU rules in road transport. Among others, it established Legal, Infringement and ERRU¹ Working Groups, elaborated guidance and clarification notes http://ec.europa.eu/transport/modes/road/social_provisions/driving_time/guidance_notes_en.htm, adopted recommendations on a common range of infringements against EU social rules, co-financed the training project for control officers (TRACE). But work in this area remains unfinished. Road transport undertakings and drivers face unequal treatment in different Member States because of a patchwork of different control and sanction systems. This creates an unnecessary administrative burden and gives wrong incentives to companies to develop business models which exploit the discrepancies between different national rules on checks or sanctions.

The purpose of this call for proposals is to take stock of progress achieved in harmonising enforcement and to support actions to further enhance common understanding of the rules in force and contribute to the creation of a common cost-effective enforcement space by reducing the discrepancies between the national enforcement practices.

This would be achieved through a set of tailor-made training courses addressed to those concerned by the commercial road transport EU legislation (e.g.: control officers, transport managers, professional drivers, etc.) in all Member States.

The training project should yield from the outcomes of the previously carried out TRACE project (Transport Regulators Align Controls Enforcement).

This new project should achieve wider positive results by covering not only the outstanding issues relating to driving times' rules, but also the other EU road transport rules established by the road package legislation, digital tachograph regulation and weigh and dimensions directive.

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 Community financial support, and they reflect the principle of co-financing.

The Commission therefore plans to grant 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 75% of the total eligible costs of an action. Contributions in kind are not regarded as eligible costs.

¹ European Register of Road Transport Undertakings, see Article 16 of Regulation (EC) No 1071/2009;

2. OBJECTIVES – THEMES – PRIORITIES

2.1 Overall objectives, specific objectives and expected result

The **overall objective** of this initiative is to harmonise enforcement practices through training activities so that in the Single European Transport Area operators and drivers are treated on an equal footing when facing checks and when infringing the social, technical, safety and market rules established at EU level.

The **specific objectives** to be achieved are:

- to design a training methodology building on the results developed within the previous TRACE project;
- to elaborate a training syllabus to cover provisions set out in Regulations (EC) Nos 1071/2009, 1072/2009, 1073/2009, the revised tachograph Regulation 3821/85, weight and dimensions directive (Directive 96/53/EC), outstanding issues relating to Regulation (EC) no 561/2006 and other related EU legal instruments;
- to prepare necessary training materials, identify target groups (preferably: control officers, drivers, transport managers from all Member States), deliver training courses and workshops, design activities for dissemination and exploitation of results.

The expected result is to have, at the end of the action, a series of well-trained professionals who will be able, at their turn to their home bases, to give trainings and disseminate the core information which resumes in all the legislative parts covered by this project.

2.2 Meetings and reporting:

- bi-monthly review meetings shall be held with an advisory board established by the beneficiary which should include Commission's representatives and stakeholders;
- a 6 month progress report should be submitted to the Commission tackling:
 - key developments;
 - problems encountered and solutions applied;
 - planned remaining activities and expected results;
 - statistics on number of trainings (delivered and planned), number of trainers (already trained and to be trained), characteristics of participants;
 - communication and dissemination action;
 - final meeting presenting the outcomes of the project.
- an intermediary report should be provided to the Commission on all actions undertaken within the project as well as proposal for possible follow-up actions.

2.3. Categories of activities covered by this call for proposals

An action has to follow and cover the following activities grouped in five phases:

Phase I: Developing a monitoring and evaluation plan

It should cover the key planning documents and processes needed to ensure an effective project cycle management. Involvement of the key stakeholders will ensure the feasibility and a better understanding of the overall project. In this context, the beneficiary should maintain a permanent correspondence with the established advisory board.

Key criteria:

- **Utility:** the action 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.

Phase II: Conducting research activities

It should focus on desk research of relevant rulings of the European Court of Justice, existing clarifications, guidance notes and recommendations on application, including establishing a continuous contact with national administrations in each Member State.

The beneficiary should also review and acknowledge, when drafting and designing the training materials, the existing common legislation under the guidance of the advisory board.

Phase III: Consultation with the Member States

The consultations should be performed, if possible, in each Member State in order to collect data on their national enforcement rules and the problems they encounter when implementing the European Union legislation, examples of best practices by performing practices in place etc.

Phase IV: Drafting and designing

The simplified and agreed training text achieved by the first TRACE project should be taken into account when designing **training syllabus**, which will serve as a foundation for the development of tests, Q&As, check lists etc.

The action should lead to the creation of training modules and a generally applicable training curriculum for control officers and other actors concerned by the EU road transport legislation. The training modules should be designed for the initial and continuous training throughout the EU. Ideally, the action should include training of the (national) trainers.

Phase V: Training materials, training workshops and dissemination

- The training materials should explain and cover the application of certain provisions such as: problematic and unsolved aspects with regard to the implementation of several provisions of the Regulations mentioned above; different applications of the rules by each Member State; different understanding by enforcers (drivers, transport

managers, national authorities). The training materials should also contain some practical examples. They should be provided electronically and/or in hard copy to all participating in the project.

It is recommended that the training be composed of a theoretical and practical part.

1) Theoretical part

Training sessions shall be organised in different locations to enable fair access for participants from all Member States. The trainings should be addressed mainly to controllers and representatives of transport undertakings from all Member States. The participants should be provided with necessary training materials, including tests, checklists and other supporting documents as well as with a regular assistance in case of questions they may have during the project implementation.

2) Practical part

The beneficiary should consider organising practical workshops, which could include concerted checks at premises of undertakings or road side checks or both, if feasible.

3) Dissemination of the results

The action should include the dissemination and exploitation of the results. Results should be transferred to the relevant authorities of the Member States. The action should also provide for a plan what activities are foreseen after the end of the project.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	15 April 2013
b)	Deadline for submitting applications	30 September 2013
c)	Evaluation period	October 2013
d)	Award decision and information to applicants	November 2013
e)	Signature of grant agreement	Mid - November 2013
f)	Starting date of the action	December 2013

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 290.000. The Commission expects to fund one proposal for an action of approximately 24 months.

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 CRITERIA²

6.1. Eligible applicants

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 show that they exist as a legal person, by providing a certified true copy of their articles of association or equivalent.

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:

- **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.

6.2. Eligible activities

Types of activities eligible under this call for proposals:

- developing a monitoring and evaluation plan;
- conducting research activities;
- consultation with the Member States;
- drafting and designing a training syllabus;
- training materials, training sessions and training workshops;

² Art. 131 Financial Regulation (FR), 201 Rules of Application (RAP)

- dissemination and exploitation of the results.

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 Authorising Officer 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 FR.

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 documents³

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 FR, filling in the relevant form attached to the application form accompanying the call for proposals and available at http://ec.europa.eu/transport/grants/index_en.htm.

8. SELECTION CRITERIA⁴

8.1 Financial capacity of applicants

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 capacity of applicants

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. 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;
- the organisations' activity reports of the last two years;
- 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 CRITERIA⁵

The action supported must be designed to achieve all of the objectives referred to in point 2.3 above. The Commission will base the choice of action 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 (20%)

³ Art. 197 RAP

⁴ Art. 132 FR, 202 RAP

⁵ Art. 132 FR, 203 RAP

The Commission will assess the European dimension of the action and the value added to land transport policy and lead to a more harmonized approach in controls. Added value and innovation: applicants should demonstrate that the action would add to the existing knowledge and experience relevant for addressing existing burdens.

- **Multiplier effect (35%)**
The Commission will assess the extent to which the proposed action will allow the application, dissemination and exploitation of results, including the training of trainers. The assessment will also include the sustainability of the action and the activities foreseen after the end of the project.
- **Effective management and cost-effectiveness ratio (15%)**
Applicants should present a clear project management organisational plan demonstrating efficient resource distribution and a strategic planning. They should develop and effectively operate the services and capacities of the entity, in alignment with the specific objectives and expected results of the project. The budget, broken down by category of expenditure, must demonstrate a good cost-effectiveness ratio for action (balance between the expected results and the amount of the grant).
- **Visibility (10%)**
The description of the action must include the means by which the action will be made visible (publications, organisation of events, websites, CDs, etc.).
- **Quality of the methodology and work plan (20%)**
The organisation of the action must be described in detail, 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 point 5 above.

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 fulfill 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 COMMITMENTS⁶

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 award⁷

⁶ Art. 121 FR, 174 RAP.

Action grants:

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.⁸

b) Non-retroactivity⁹

No grant may be awarded retrospectively for actions already completed.

Action grants:

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.

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

c) Co-financing¹⁰

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

Co-financing of the action may take the form of:

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

d) Balanced budget¹¹

The estimated budget of the action 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/subcontracting¹²

Where the implementation of the action requires 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.

⁷ Art. 129 FR

⁸ Art. 196.4 RAP.

⁹ Art. 130 FR

¹⁰ Art. 125 FR, 183 RAP.

¹¹ Art. 196.2 RAP

¹² Art. 137 FR, 209 RAP

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/EC¹³ or contracting entities in the meaning of Directive 2004/17/EC¹⁴ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action 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.

Mixed financing

Mixed financing grants are 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 75 % of **eligible costs**.

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 costs¹⁵**

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, 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.

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;
- ✓ they are necessary for the implementation of the action which is the subject of the grant;

¹³ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁴ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

¹⁵ Art. 126 FR

- ✓ 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.

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 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 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 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 ("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)¹⁶

- a flat-rate amount of 7% of the total eligible direct costs of the action, 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 upon approval of the request for payment containing the following documents¹⁷:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- where applicable, a certificate on the financial statements of the action and underlying accounts¹⁸.

EU grants may not have the purpose or effect of producing a profit within the framework of the action 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

¹⁶ Indirect costs do not apply to operating grants.

¹⁷ Art. 135 FR

¹⁸ Art. 207.3 RAP

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.

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.

12.2. By the Commission¹⁹

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
- 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 Director of the Shared Resource Directorate of DG MOVE/ENER 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.

¹⁹ Art. 35, 128.3 FR, 21, 191 RAP.

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 process²⁰.

Applicants will be informed in writing about the results of the selection process.²¹

➤ Submission on paper

Application forms are available at http://ec.europa.eu/transport/facts-fundings/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 can be submitted in two ways:

(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

²⁰ Art. 96 FR

²¹ Art. 133 FR, 205 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/D3-2013/280-1

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.

- Contacts in case of questions during the publication phase:

Questions may only be submitted in writing to the following functional mailbox:

MOVE-D3-2013-280-1@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