

**NOTICE OF CALL FOR PROPOSALS
WITH A VIEW TO OBTAINING GRANTS IN THE FIELD OF TRANSPORT**

Call for proposals DG TREN/SUB/01-2009

1. Policy framework

The European Commission intends to award grants to promote the objectives of the common transport policy. The policy priorities have been set in the work programme for 2009 adopted by the Commission (COM(2009) 4671 22.06.2009). Information on this call for proposals is available on the DG TREN website at the following address:

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

2. Sources of funding

The operations selected will be financed from the budget headings 'Support activities to the European transport policy and passenger rights' and 'Transport security'.

3. Estimated total amount for this call for proposals

The estimated total amount for 2009 is €4 750 000.

- Road safety: €4 000 000
- Internal Market: €600 000
- Transport security €150 000

4. Percentage of Community co-financing

The grants are intended as incentives for carrying out an operation 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 amount granted will be between 10% and 50% of the total eligible costs of the operation, except for transport security, where it can be up to 80%. Contributions in kind are not regarded as eligible costs. Operations will compete for possible financial support.

5. Objectives of this call for proposals:

Taking into account the legislative initiatives described in the work programme for 2009, the Commission wishes to support operations reinforcing and developing its policies in the field of transport, particularly in the context set in the White Paper 'European Transport policy for 2010: time to decide' and its mid-term review 'Keep Europe moving' adopted in June 2006.

The scope and the results of these operations should enable the Commission to consolidate its initiatives and to renew them on the basis of current economic, social and technological trends within the European Union and beyond.

6. Categories and areas of operations covered by this call for proposals:

6.1. Categories of operations:

The operations to be supported will be classified as follows, although this does not imply the exclusion of operations having other characteristics and meeting the objectives set out in point 5:

- Research and dissemination of best practices: these operations aim to compare the procedures in force and the equipment used, measure the performance of transport systems and identify the scope for improvement in order to disseminate the best practices within the European Union.
- Coordination and harmonisation of standards and procedures: this concerns increasing the opportunities for convergence between different existing standards and procedures in order to reinforce the harmonisation process at the European level.

6.2. Areas covered:

The operations must be devoted to the following areas:

Road Safety:

- development and implementation of innovative road safety campaigns throughout the European Union; use of original teaching approaches and new information technologies to influence user behaviour in a sustainable manner,
- innovative concepts or the sharing of best practice to ensure road safety as regards two-wheeled motor vehicles: taking greater account of such vehicles in road safety planning and improving understanding and respect among different types of road user,
- innovative concepts or the sharing of best practice as regards vulnerable users (pedestrians and cyclists) in order to offer more attractive and safer solutions to the problems of congestion and pollution, particularly (but not exclusively) in urban areas,
- innovative concepts or the sharing of best practice as regards the elderly (drivers and pedestrians) in a society with a constantly increasing life expectancy: making use of new technologies and the results of medical and sociological research to ensure safe mobility for the elderly,
- the development of benchmarking tools to measure the effectiveness of road safety policies, based on work already carried out at European level, in order to ensure better understanding of the issues at stake and to identify recurring problems, including in countries with a generally better road safety record,
- pilot projects, in particular using new technologies, to standardise procedures.

A proposal may cover several areas of road safety.

For the purposes of sound management, the Commission is envisaging only co-financing projects of a certain scale (a Community contribution of at least €500 000).

Internal market (inland waterways and maritime transport):

- Creating a network of centres for promoting inland waterway navigation. The objective is to advise transport users at local level and encourage them to use inland navigation by providing logistical solutions, best practices and technical assistance. This measure should help to improve the image and awareness of this mode of transport.
- Definition of a series of objective and concrete indicators of the level of performance of ports and terminals. The quantification of these indicators will enable the socio-economic and environmental impact in the EU to be assessed. These indicators will also permit the basis to be laid for a future European Port Observatory.

Transport security:

- Creation of a network for the exchange of information in order to define and promote harmonised dissemination as regards safety incidents at port and fleet level in the Member States.

7 Period of eligibility of costs:

The Commission is prepared to support multiannual operations of a maximum duration of **36 months**. Eligible costs can be incurred only after signature of the grant agreement by all the parties, save in exceptional cases, and under no circumstances before submission of the application for a grant.

Certain tasks can be subcontracted if the beneficiaries do not intend to carry them out themselves. If so, the rules laid down in Article II.9 of the grant agreement apply. Contracts transferred to subcontractors must cover only a **small part** of these operations. The reasons for subcontracting some of the tasks must be stated. The tasks concerned and an estimate of the relative costs must be set out clearly in the application form.

8. Eligibility criteria:

8.1. Legal status of applicants:

Applications submitted in writing by legal persons who are citizens of 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.

8.2. Grounds for exclusion

1. Grants may not be awarded to applicants who are, at the time of a grant award procedure, in one of the following situations:
 - (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

- (c) they have been guilty of grave professional misconduct proven by any means which the authorising service can justify;
- (d) they have not fulfilled 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 contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation¹ for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorising officer as a condition of participation in the grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget;
- (g) they are subject to a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required by the Commission or have failed to supply this information.
- (i) they have been excluded from the contracts and grants financed by the Community budget, in accordance with Article 96(2)(a) of the Financial Regulation.

2. The cases referred to in point 8.2(e) cover:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995²;
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997³;
- (c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council⁴;
- (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC⁵.

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p.1.

² OJ C 316, 27.11.1995, p. 48.

³ OJ C 195, 25.6.1997, p. 1.

⁴ OJ L 351, 29.12.1998, p. 1. Joint Action of 21 December 1998 on making it a criminal offence to participate in a criminal organisation in the Member States of the European Union.

3. **Applicants must certify that they are not in one of the situations listed in point 8.2.**
4. Applicants for grants and, where they are legal persons, persons with powers of representation, decision-making or control over them, are informed that, if they are in one of the situations referred to in:
 - the Commission Decision of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ L 344, 20.12.2008, p. 125), or
 - the Commission Regulation of 17 December 2008 on the central exclusion database (CEDB) (OJ L 344, 20.12.2008, p. 12),

their details (family name/company name, given name if a natural person, address/head office, legal form and family name and given name of the persons with powers of representation, decision-making or control if a legal person) may be entered just in the EWS or in both the EWS and the CEDB and notified to the persons and bodies listed in the above Decision and Regulation, with regard to the award or carrying out of a procurement contract or a grant agreement or decision.

8.3 *Administrative and financial penalties*

Without prejudice to the application of penalties laid down in the contract, applicants and beneficiaries who are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorising officer as a condition of participation in the grant award procedure, who have failed to supply this information or who have been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget may be subject to administrative or financial penalties, in accordance with Article 96(1) of the Financial Regulation.

8.4 *Eligibility of Projects*

No Community financial support will be granted for parts of projects receiving financing from other sources of Community funding.

9. **Selection criteria**

The applicant must have access to solid and adequate funding sources, so as to be able to maintain activities for the period of the operation to be supported and to help finance it.

The applicant must have the professional skills and qualifications required to complete the proposed operation.

⁵ OJ L 309, 25.11.2005, pp. 15-36. Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.

9.1 *Financial capacity of applicants*

Applicants must demonstrate their financial and operational capacity to complete the operation to be supported and must provide their balance sheet for the last financial year for which the accounts have been closed. The last of these provisions does not apply to public bodies and international organisations.

Moreover, for grants of less than €25 000, a sworn statement is sufficient.

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

9.2 *Technical capacity of applicants*

Applicants must have the technical capacity and operational capability to carry out the operation to be supported and must provide the following documents: curriculum vitae of the persons responsible for the implementation of the operation, description of relevant projects and activities undertaken during the last three years, and more particularly projects related to the relevant issue.

10. **Award criteria**

The operation supported must be designed to further one of the objectives referred to in point 5 above. The Commission will base the choice of operations and the rate of Community co-financing on the following criteria:

10.1. *Quality of the operation (80%)*

A. The Commission will assess the **European dimension of the project** and the value added to EU safety policies, in particular those set out in the White Paper 'European transport policy for 2010: time to decide' and its review of June 2006 as well as the ensuing sectoral policies. In this context, local, regional or purely national initiatives are excluded. It will also assess the relevance of the proposal to the priorities set out in point 6.2. (20%).

B. The Commission will assess **the innovative character of the project**, in terms of new approaches presented and new practices developed (20%).

C. **Multiplier effect:** the Commission will assess the value of the project in terms of transfer and generalisation of knowledge and good practice, dissemination or large-scale application of the results as well as the scale of the operation in response to the Commission's priority of supporting large-scale projects (15%).

D. **Cost-effectiveness ratio:** the Commission will assess the cost-effectiveness ratio of the operation and will, to that end, evaluate the expected results in the light of the grant requested (10%).

E. **Visibility:** the Commission will assess the means by which the visibility of the operation on a European Union level will be assured, e.g. through publications, organisation of events, Internet sites, CD-ROMs (15%).

10.2. *Presentation of the application (20%):*

The Commission will assess the organisation and proposed execution of the operation, and will assess the detail of the proposal with regard to the following aspects:

A. The **work plan**, including a clear and full description of the means to achieve the goals of the operations, with a detailed financing plan, person-months attributed to specific tasks, and a meaningful and realistic timetable.

B. **Methodology**: The proposers have to present an evaluation method for their project with result indicators for the proposed objectives.

Only applications with a total score of 70% or higher and of at least 60% for each individual criterion will be taken into consideration for Community funding.

11. General conditions for awarding grants

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement available at the Internet address mentioned in point 1. Applicants must take note of this document and must take into account the conditions for awarding grants when drawing up their proposal.

For all applications for pre-financing of over €100 000, a financial guarantee equivalent to the amount pre-financed will be required. In addition, the Commission reserves the right to require a financial guarantee for pre-financing amounts of under €100 000.

The budget for the operation attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget. To this end, applicants must provide a detailed breakdown of all expenditure related to their proposal.

The Commission will only recognise the costs of entities having signed the contract, whether as beneficiary or as co-beneficiary. It will no longer accept the co-financed participation of third parties to the contract, if they are neither beneficiaries nor co-beneficiaries, unless they are subcontractors, the costs of which are taken into account when considering the beneficiaries or co-beneficiaries.

For operations where the cost to be financed by the Commission exceeds €500 000, the application must be accompanied by an external audit report produced by an approved auditor. This report must certify the accounts for the last year available. If this report is not submitted, the proposal will be rejected.

12. Submission of the grant application

Applications must be made only using the model **application form available at the Internet address mentioned in point 1**. For each application, **one signed original and five copies** must be supplied by the applicants. Partners must fill in the parts B and C of the application form.

Applicants must also fill in the **form relating to legal entities**, available from the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm.

Any unsigned applications will be rejected when the tenders are opened.

13. Closing date for submission of applications for a grant

13.1. Grant applications can be sent 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 **15.09.2009**, 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 Energy and Transport
DM 28 - 0/110 – Mail/Archives
B-1049 Brussels
Belgium

By **private courier**, to the following address:

European Commission
Directorate-General for Energy 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 15.09.2009** at the following address:

European Commission
Directorate-General for Energy 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.

13.2 Practical arrangements:

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

<p>Call for proposals TREN/SUB/01-2009 <u>Not to be opened by the internal mail</u> <u>department</u> DM 28 0/110 Mail/Archives</p>

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

14. Indicative schedule

Receipt of proposals: see point 13.1 above

Evaluation: September 2009 – October 2009

Award decision: November - December 2009

15. Remark

Please note that for all your questions concerning this call for proposals a document 'FAQ'- Frequently Asked Questions will be available on the Europa website.