



EUROPEAN COMMISSION
Directorate General for Transport and Mobility

Directorate C – Land Transport
Unit C.2 – Road Safety

Call for proposals for the collection of Key Performance Indicators (KPIs) for road safety

Programme Support Action (PSA) to support Member States in collecting Key Performance Indicators (KPIs) for road safety

1. INTRODUCTION – BACKGROUND

The Commission Implementing Decision C(2019) 2743 final of 12.4.2019, amending Commission Implementing Decision C(2014) 1921 (Multi Annual Work Programme 2014 under the CEF), provides in its Annex the possibility to pursue a Programme Support Action to "support Member States in collecting Key Performance Indicators (KPIs) for road safety".

This encompasses support for the collection and elaboration of road safety KPIs based on a common definition and methodology agreed by the High Level Group on Road Safety in May 2019.

This Programme Support Action will be implemented through a grant awarded following a call for proposals to national authorities.

2. OBJECTIVE – THEME – PRIORITIES

Road safety KPIs are an integral part of the “Safe System” approach to road safety, which underpins the European Commission’s Road Safety Policy Framework 2021-2030¹ and Strategic Action Plan on Road Safety². This approach puts the road user at the centre of all activities, aiming to prevent fatalities and serious injuries by building layers of protection (in relation to infrastructure, vehicles, road use, post-crash care) that can compensate for each other when one element fails. It is based on a performance framework with a hierarchy of targets and the tracking of progress towards these targets.

In order to gain a clearer understanding of the different issues that influence overall safety performance, the Commission has elaborated, in close cooperation with Member States, including the relevant experts, a first list of Key Performance Indicators for road safety (KPIs) which are defined in the Staff Working Document ‘EU Road Safety Policy Framework 2021-2030’³, which will be referred hereunder as the Staff Working Document. A number of Member States already collect some indicators for their national policies.

The aim of the support action is to assist Member States’ authorities in the collection and harmonised reporting of these indicators and to contribute to building the capacity of those Member States’ authorities which have not yet collected and calculated the relevant data for the KPIs.

¹ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions: Europe on the Move – Sustainable Mobility for Europe: safe, connected and clean, COM(2018) 293 final.

For more details see: Commission Staff Working Document: EU Road Safety Policy Framework 2021-2030 - Next steps towards "Vision Zero" SWD(2019) 283 final.

² COM(2018) 293 final, Annex I.

³ SWD(2019) 283 final, Annex 1.

3. INDICATIVE TIMETABLE

	Steps	Date and time or indicative period
(a)	Publication of the call	early March 2020
(b)	Deadline for submitting applications	early May 2020
(c)	Evaluation period	mid May 2020
(d)	Information to applicants	early June 2020
(e)	Signature of grant agreement	end June 2020

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at EUR 5,000,000 as provided for in the Commission Implementing Decision C(2019) 2743 of 12.04.2019, amending the multiannual work programme 2014-2020 on the financing of the Connecting Europe Facility – Transport sector.

The Commission intends to award **one** grant.

The Commission reserves the right not to distribute all the funds available; in particular the amount granted for any one member of the consortium cannot exceed 320 000 €

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the application form available at http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm.; and
- drafted in one of the EU official languages.

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

6. ELIGIBILITY CRITERIA⁴

6.1. Eligible applicants

General requirements

This request to submit proposals is open exclusively to EU Member States or, with the agreement of the Member States concerned, Member State authorities, such as national road safety authorities, road safety agencies. All applicants that are member State authorities require the approval of the competent Member State Ministry. For this purpose, they must provide a signed Member State Approval Form (annexed to this call).

⁴ Articles 194(1)(b) and 197 FR

For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁵ on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

Implementing bodies

"Implementing body"⁶ means a public or private undertaking or body designated by a beneficiary, where the beneficiary is a Member State, or a Member State authority as defined at point 6.1, to implement the action concerned.

Such designation shall be decided upon by the beneficiary under its own responsibility and, if it requires the award of a procurement contract, in compliance with the applicable Union and national public procurement rules.

All implementing bodies require the approval of the EU Member State(s) concerned by the proposed Action. For this purpose, they must provide a signed Member State Approval Form (annexed to this call).

Consortium requirements

To be eligible proposals must be submitted by a consortium representing at least **eight** Member States. Member States can designate Implementing Bodies acting under the authority and responsibility of that Member State to participate in the consortium.

Proposals must include a coordinator designated by the applicants, in view of putting in place a Grant Agreement and having one contact point with the European Commission.

The beneficiaries shall conclude an internal cooperation agreement regarding their operation and co-ordination, including all internal aspects related to the management of the beneficiaries and the implementation of the action.

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **For a 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);
- **For a public entity:** copy of the resolution, decision or other official document establishing the public-law entity ;

6.2. Eligible activities

Types of activities

⁵ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

⁶ As defined by article 2 (11) of Regulation (EU) No 1316/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Connecting Europe Facility

The following types of activities are eligible under this call for proposals, provided they are carried out for the purpose of elaborating the KPIs as defined in the Staff Working Document:

1. Definition of common methodological requirements beyond those defined in the Staff Working Document.
2. Data collection work, including fieldwork when appropriate.
3. Calculation of the KPIs for road safety on the basis of the data collected and presentation in the harmonised format to report to the European Commission
4. Training of the personnel involved in the data collection and data processing for any of the KPI as defined in the Staff Working Document.
5. Management of the consortium by the consortium coordinator, coordination of the work and activities carried out in the Member States participating in the consortium and compilation of the KPIs results corresponding to the Member States members of the consortium.

Implementation period

- The activities eligible for the grant are to be completed by 31/12/2021;

Results of the activities

In order for the corresponding costs incurred by the beneficiaries to be eligible, the corresponding activities as referred above should achieve the following results:

1. The results in the form of one data sets corresponding to the year 2020, or in duly justified cases to the year 2021, for the following **seven** KPIs:

KPI 1: Speed

KPI 2: Safety belt

KPI 3: Protective equipment

KPI 4: Alcohol

KPI 5: Distraction

KPI 6: Vehicle safety

KPI 8: Post-crash care

N.B.: In order for the corresponding expenses to be eligible, the results should be reported at least at the lowest level of disaggregation.

2. The results for the KPI 7 (Infrastructure) is an optional deliverable under this grant agreement. Nevertheless, the expenses related to the calculation of this KPI will be considered eligible if results for this indicator are provided.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous

situation arising from a similar procedure provided for under EU or national laws or regulations;

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or 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, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures⁷

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

⁷ [Article 136\(7\) FR](#)

7.3. **Rejection from the call for proposals**

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion)⁸ may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. **Supporting documents**⁹

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by 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.

To fulfil this obligation the coordinator of the consortium signs a declaration on behalf of all applicants and their affiliated entities;

8. **SELECTION CRITERIA**¹⁰

8.1. **Financial capacity**¹¹

As stated under Article 198(5) FR, the verification of the financial capacity shall not apply to public bodies.

Applicants which are not public bodies must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. For Grants for an action > EUR 750 000¹², the applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- (i) a declaration on their honour

and

- (ii) EITHER

- the profit and loss account as well as the balance sheet for the last 3 financial years for which the accounts were closed;

⁸ [Article 138 FR](#)

⁹ [Article 137 FR](#)

¹⁰ [Article 198 FR](#)

¹¹ [Article 198 FR.](#)

¹² [Article 196\(d\) FR.](#)

- for newly created entities: the business plan might replace the above documents;

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

and

(iii) an audit report produced by an approved external auditor certifying the accounts for the last 3 financial years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the 3 financial years available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. **Operational capacity**¹³

Pursuant to Article 198(6) FR, for public bodies, the authorising officer has decided not to check the operational capacity.

Applicants which are not public bodies must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, such 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 organisation's 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;

¹³ *Article 196 and 198 FR.*

- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- an inventory of natural or economic resources involved in the project.

9. **AWARD CRITERIA**¹⁴

Only proposals compliant with the eligibility and selection criteria will be evaluated against the award criteria.

The decision to grant EU financial assistance will take into account the following criteria and the corresponding weight in the final score:

1. Level of organisation of the consortium (35% in the final score)

Under this criterion, the Commission will assess the level of organisation of the consortium in relation to its capacity to achieve the expected results, in particular with reference to the number of Member States participating in the consortium, the geographical coverage of the EU of the consortium and the coordination activities.

2. Quality of the methodology proposed (45% in the final score)

This refers to the pertinence and effectiveness of the proposed actions to achieve the expected results and provide for the compilation and reporting to the Commission.

3. Maturity of state of preparation (20% in the final score)

This criterion will assess the maturity of preparation of the proposed actions and the readiness to start the implementation of the proposed activities.

Proposals must score above 50% for each criterion and above 60% in total. Proposals that do not reach the minimum quality threshold will be rejected.

10. **LEGAL COMMITMENTS**

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed by the coordinator on behalf of the consortium and returned to the Commission immediately.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

¹⁴ [Article 199 FR](#)

11. FINANCIAL PROVISIONS

11.1. Form of the grant¹⁵

11.1.1 Reimbursement of costs actually incurred

The grant shall take the form of reimbursement of a specified proportion of eligible costs actually incurred and declared by the beneficiary.

The maximum co-financing rates applicable under this call for proposals are as follows:

- (a) For the activities referred to in section 6.2.1 to 6.2.4, (i.e. training, definition of common methodological requirements, data collection and calculation of KPIs): **50%** of the eligible costs;
- (b) For the activities referred to in section 6.2.5 (i.e. management and coordination of the consortium): **100 %** of the eligible costs;

For details on eligibility of costs, please refer to section 11.2.

11.2. Eligible costs¹⁶

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - o The period of eligibility of costs will start as specified in the grant agreement.
 - o If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- 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;
- 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 principle 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.

¹⁵ *Articles 125 and 194(1)(c) FR*

¹⁶ *Article 186 FR*

11.2.1. *Eligible direct costs*

The eligible direct costs for the action are those costs which:

with due regard to 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 :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
 - (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) are directly assigned to the action;**
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (f) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*
- (g) costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), paid by beneficiaries that are not public bodies acting as public authority, provided that they are included in eligible direct costs.*

11.2.2. Eligible indirect costs (overheads)

Not applicable

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the

Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4. **Balanced budget**¹⁷

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

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should 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]

The applicant must ensure that the resources which are necessary to carry out the action are not 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 or work programme,
- financial contributions from third parties.

Overall co-financing¹⁸ may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.]Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

¹⁷ *Article 196(1)(e) FR*

¹⁸ *Article 190 FR*

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.5. Reporting and payment arrangements¹⁹

11.5.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request²⁰	Accompanying documents²¹
A pre-financing payment corresponding to 50% of the maximum grant amount	
Payment of the balance The Commission will establish the amount of	(a) final technical report (b) final financial statement

¹⁹ [Articles 115, 202 and 203 FR.](#)

²⁰ [Article 115 FR](#)

²¹ [Article 203\(2\) FR](#)

<p>this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order²².</p>	<p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> <p>(d) a certificate on the financial statements and underlying account]</p> <p>(e) an operational verification report</p>
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In case of a weak financial capacity, section 8.1 above applies.

11.6. Other financial conditions

a) **Non-cumulative award**²³

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

b) **Non-retroactivity**²⁴

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 in the grant application 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) **Implementation contracts/subcontracting**²⁵

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU²⁶ or contracting entities within the meaning of Directive 2014/25/EU²⁷ must comply with the applicable national public procurement rules.

²² [Article 115\(2\) FR](#)

²³ [Article 191 FR](#)

²⁴ [Article 193 FR](#)

²⁵ [Article 205 FR](#)

²⁶ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties²⁸

The applications may not envisage provision of financial support to third parties.

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.

12.2. By the Commission²⁹

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

²⁷ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

²⁸ [Article 204 FR](#)

²⁹ [Articles 38 and 189 FR](#).

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 level³⁰ if he/she is domiciled within the EU or equivalent if domiciled outside the 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. PROCESSING OF PERSONAL DATA

The reply to this invitation to submit a proposal involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Director of the Land Directorate of DG Mobility and Transport of the European Commission.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046³¹. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

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 to correct clerical mistakes, the Commission may contact the applicant during the evaluation process³².

Submission on paper:

Application forms are available at:

http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm.

³⁰ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

³¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

³² *Articles 151 and 200(3) FR*

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in *four* copies (one original clearly identified as such, plus *three* 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.

Applications must be sent to the following address³³:

Means of submission	Time limit	Evidence of dispatch	Address for delivery
Post	24:00 CET	Postmark	European Commission Directorate-General for Mobility and Transport - Unit C.2 Road Safety For the attention of Casto Lopez Benitez DM28 5/55 B-1049 Brussels Belgium
Courier	24:00 CET	Deposit slip of courier service	European Commission Directorate-General for Mobility and Transport - Unit C.2 Road Safety For the attention of Casto Lopez Benitez
In person (hand delivery)	17:00 CET	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

- by post (evidence will be constituted by the postmark),
- by hand-delivery, (evidence will be constituted by the acknowledgement of receipt), or
- by courier service (evidence will be constituted by the acknowledgement of receipt).

Mail can be received from Monday to Friday (07.30 - 17.30). The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

Applications sent by fax or e-mail will not be accepted.

➤ Contacts

Casto Lopez Benitez, European Commission, MOVE.C2

³³ *Article 149(5) FR*

Casto.Lopez-Benitez@ec.europa.eu

Cc: MOVE-C2-SECRETARIAT@ec.europa.eu

- **Annexes (available at: http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm.)**
- Application form (and its annexes)
 - Checklist of documents to be provided
 - Budgetary annex
 - Model grant agreement (and its annexes)
 - Financial and technical report template
 - Declaration of Honour
 - Member State agreement form

Appendix
Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{monthly rate for the person

multiplied by

number of actual months worked on the action}

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{annual personnel costs for the person

divided by 12}

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action}

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.