

# CALL FOR PROPOSALS - for the organisation of an EU Training Curriculum on the harmonized application of the road transport legislation

Questions & Answers (updated on 25 September 2013):

1. The Call for proposals is specifying these costs on page 12 and is stating following:

## 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;*

...

## Question:

- Does this call include or exclude potential usage of in-house consultants, which are seen as eligible direct cost in FP7 and CIP calls?

## Reply:

*Yes, in principle the use of in-house consultants is accepted in this call, in similar lines that in FP7 programmes, i.e.:*

- ❖ *The remuneration is based on working hours rather than on the delivering of specific outputs/products and should be recorded in the accounts of the beneficiary;*
- ❖ *The beneficiary has a contract to engage a physical/natural person to work for it and some of that work involves tasks to be carried out under the project;*
- ❖ *The physical person must work under the instructions of the beneficiary (i.e. the work is decided, designed and supervised by the beneficiary);*

- ❖ *The physical person must work in the premises of the beneficiary (except in specific cases where teleworking has been agreed between both parties and provided such a practice is in full compliance with the provisions regarding teleworking and instructions given by the beneficiary as described here above);*
- ❖ *The result of the work belongs to the beneficiary;*
- ❖ *The costs of employing the consultant are not significantly different from the personnel costs of employees of the same category working under labour law contract for the beneficiary.*

## **2. Question:**

- Which type of entities are eligible for this call?
- Being possible to apply as a consortium, is there a maximum number of partners for this consortium?
- Will you ask for a financial guarantee? If so, in what conditions will you ask it?

## **Reply:**

- ❖ *Eligibility criteria of applicant – for this call all legal persons, legally constituted and registered in any member State of the EU is eligible. Entities without legal personality provided that representative have the capacity to undertake legal obligations on their behalf and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons can also participate;*
- ❖ *There is no threshold regarding a number of entities that would form a consortium;*
- ❖ *Financial Guarantee can be requested as a result of a financial capacity and risk assessment based on analyses of submitted financial documents. Maximum amount of a guarantee is limited to an amount of pre-financing.*

## **3. Question:**

- Third party participation in the proposal
- If an applicant intends to involve affiliated entities in the project, how should this be presented in the application form?

## **Reply:**

- ❖ If there is an intention to involve affiliated entities in the proposal, the following information has to be provided by adding a section I.1.3 to the application form for multi-beneficiary-grants or a section I.1.5 to the application form for mono-beneficiary-grants:

- the name, address, official legal form, official registration or VAT number of the affiliate,
  - beneficiary to which the entity is affiliated,
  - the legal or capital link between the beneficiary and the affiliate.
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- ❖ Furthermore the involvement of affiliated entities has to be explained under "operational capacity" (II.1), "methodology" (III.1.c) and "project management" (III.1.d).
  - ❖ Each affiliated entity will also have to sign a declaration on honour (Annex V to the application form).
  - ❖ Regarding the budget table annexed to the application form, applicant using affiliated entities should set out his budget in a sheet and the budget of each affiliated entity in a separate sheet. Finally, the applicant should provide another sheet consolidating his budget and the budgets of the affiliated entities.

#### **4. Question:**

- The application form refers to the Legal Entity Form and the Bank Account Form which have to be annexed to the application form. Where can these forms be found?

#### **Reply:**

- ❖ The Legal Entity Form is available at:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
- ❖ The Bank Account Form is available at:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)