



EUROPEAN COMMISSION

EUMEDIS Pilot Projects

(EUMEDIS Strand 2)

Guidelines for Applicants

Budget Line B7-4100

I. Programme Objectives and budget

1.1 Programme Origin

The Barcelona Euro-Mediterranean Conference of 27-28 November 1995 stressed in its economic chapter that the support for the development of the Mediterranean scientific and technological community, together with the upgrade and modernisation of local telecommunication infrastructure, are two pivotal elements for the success of the Euro-Mediterranean partnership.

Against this background, the Conference held in Rome from 30-31 May 1996 on the "Construction of the Euro-Mediterranean Information Society: communication, education and training, research" provided an opportunity to officially mark the Union's engagement on the Barcelona principles and to begin an analysis of the concrete measures to be taken for the Mediterranean Regional development in telecommunications and in the use of new information technologies in industry, research and education.

During the last three years more than 1500 experts from the whole region (gathered through numerous thematic conferences and workshops organised not only in Europe, but also in Cyprus, Egypt, Malta, Morocco, Tunisia, Turkey) have participated to the definition of an overall Action Plan on the development of the Euro-Mediterranean Information Society.

On February 22nd 1999 the European Commission approved a **comprehensive regional MEDA initiative** for development of the Euro-Mediterranean Information Society specifically designed to reduce the region's informational and technological gap vis-à-vis the neighbouring countries.

The name of this initiative is **EUMEDIS** (Euro-MEDiterranean Information Society). EUMEDIS is the largest programme ever undertaken by the European Commission in the development of the global information society. The EUMEDIS initiative pursues and implements concretely the political message of the *Communication on Information Society and Developing Countries*¹ and the final declaration of *the Bonn Conference on Global Networks*².

The programme is the result of the **formal requests** made by the Mediterranean Countries' representatives to the European Commission during *the Euro-Mediterranean Ministerial Conference on the Construction of the Euro-Med Information Society* held in Rome under Italian Presidency on 30th -31st May 1996. The programme is also complementary to a regional telecommunications regulatory framework programme launched at the beginning of the year 2000 by the Commission with a financial coverage of 2.5Meuro.

¹ Which underlined the need for a "dialogue between developed and developing countries, the start of a process that should lead to a vision of the global information society shared between the social actors concerned by development; the drawing up of common principles and co-operative action to strengthen our common vision and meet the challenges of the information society...and the start of activities to be managed under regional action plans which will ensure the coherence of Community action and synergy with action by the member states, and provide a basis for dialogue with international organisations"

² Which underlined that "(European) Ministers re-affirm the fundamental trans-national nature of Global Information Networks. They note, in particular, that electronic commerce is, by its very nature, global. Ministers reaffirm that international co-operation is essential to tackle the barriers limiting complete realisation of the potential of Global Information Networks and to ensure that the full benefits are available not only within individual countries, but also throughout Europe and throughout the world.They support interconnection of European networks and those of industrialised and developing countries, co-operation actions in particular with Central and Eastern European Countries and Mediterranean countries and collaboration in the context of the G7 pilot projects, in particular the Global Marketplace for SMEs".

1.2 Programme main objectives and budget

EUMEDIS aims essentially at three concrete objectives organised in two strands of action:

- Within EUMEDIS' **strand one**, EUMEDIS will fund the creation of a **network of Mediterranean Information Society Focal Points** which will develop a harmonised governmental strategy for the development of the Euro-Mediterranean Information Society
- Within the same strand EUMEDIS will fund an **(Internet based) interconnection between the European research network and the Mediterranean research networks**. This connectivity will not only boost the development of the Internet in each Mediterranean country, but will also create a large "high bandwidth ring" all around the Mediterranean region, which will transport all the co-operative applications developed by the participants to the EUMEDIS initiative.
- In the **second strand** of the initiative EUMEDIS will fund **Regional Pilot Information Society Projects** in five sectors of intervention.

The present Guidelines set out the rules for submission and selection of project proposals for the *Regional Pilot Information Society Projects (EUMEDIS Strand two)*.

The overall budget made available for the EUMEDIS pilot projects is 35M€. Every sector of intervention has an indicative allocated budget of 7 M€.

The source of Funding is the EC Budget Line B7-4100 MEDA Regional

1.3 Sectors of Application

The European Commission invites – through an open *Call for Proposals* - Euro-Mediterranean consortia to submit proposals on Euro-Mediterranean Information Society Projects in the 5 following sectors of application:

1.3.1 Sector 1: Pilot projects for applications in Euro-Mediterranean Healthcare Networks

The objective is the deployment of network based solutions to interconnect - using user friendly and affordable solutions - the actors at all levels of the "health care system" of the Euro-Mediterranean region.

Ultimate scope of the interconnection should be the creation of co-operative *working procedures* capable of reinforcing the effectiveness and the quality of the work of the chosen actors through: the *sharing of localized scientific resources and findings* (these methods include measures to foster exchange of experiences; multi-country training in public health, creation of specialized regional databases, organization of epidemiological surveillance groups); implementation of computerized solutions for tele-diagnosis and workshops aiming at the network supported co-ordination of policies in the treatment of major diseases (organized by thematic areas and connected, when appropriate, with existing Commission funded projects, including the G7 initiatives)

The projects to be funded in this sector should link professionals from primary care structures, research institutes in large hospitals, health care administration and individual doctors through information services based on specialized databases and accessible, comparatively affordable and user friendly technology); implementation of computerized solutions to support service functions directed to patients and individuals on matters like prevention, post-hospitalization support and

awareness. Interconnection of centres with national priority initiatives (e.g. initiatives encompassed into the national health public policy) will be considered as an asset of the project proposals. The use of advanced video-conference solutions based on ISDN and/or satellite technology will be accepted only when linked to completed or ongoing projects funded by the European Commission (or an international organization), and when detailed information is provided about the feasibility and sustainability of such proposals.

1.3.2 Sector 2 : Pilot projects for Euro-Mediterranean Electronic Commerce

The scope of these projects should be to test solutions which are likely to leverage the creation of joint ventures or economic partnerships between companies and/or the development of a Euro-Mediterranean electronic market of both products and services.

These projects should leverage on the specific local economic resources of the Mediterranean regions in view of matching local offer with the demand of a larger Euro-Mediterranean market. By creating cascades of networked actors in contiguous fields, pilot projects to be launched in this framework of action should concentrate on online solutions which prepare and facilitate direct marketing, distribution or business to business relations in various sectors including chemicals, tourism, textile, food (including fisheries), craft, maritime commerce, etc.

Projects to be presented in this framework may also include pilot outsourcing solutions (based on tele-work systems) in the framework of a north-south economic co-operation between Euro-Mediterranean SMEs and SMIs. Involvement of the major economic actors and market intermediaries of the region (including Custom authorities, Federations of Small, Medium and Large industries, Chambers of Commerce, Investment Promotion Agencies, Associations or Federations of business centers, Federations of Banks, Associations of fairs promoters etc.) is expected.

Interconnection of targeted centers with national priority initiatives (e.g. initiatives defined within national actions plans in the electronic commerce sector) will be considered as an asset of the project proposals.

Projects should ensure e-commerce intermediaries the usage of open and interoperable systems whose specifications are public and useable at non-discriminatory financial conditions, and allow for multiple service providers to offer their services in a non-discriminatory fashion.

Project should also ensure project sustainability with specific reference to transport and logistics as pivotal elements for the successful delivery of goods and services across the Mediterranean region. Specific attention should be given to the visibility and the user friendliness of the solutions proposed. A linkage to the G7 initiative: "A global market place for SME's" will be an asset for the project proposals.

1.3.3 Sector 3 : Pilot projects in the field of Multimedia access to Tourism and Cultural Heritage:

Projects applying in this section of the call may propose:

- The creation of a federation of specialised webs of "Tourism and Culture-related" Internet hosts. These projects will imply the interconnection of major national and regional tourism and cultural sites with national administration sites with the view to promoting the tourism sector and the national cultural heritage. This interconnection will be accompanied with the development of (or the re-organisation of existing) *national Web servers* aiming at providing both professionals (from public administrations, tourism organisations, universities and musea) and the mass market (particularly educational groups and the tourist sector) a wide range of cultural information content (online guides; online courses, online archives etc.) associated to

tourism (accommodation, leisure, etc.) and travel related information (transport, itineraries, etc.).

- The reorganisation and streamlining of existing “Tourism and Cultural resources” dispersed online. The mission of interoperability protocols and *meta-sites* will be to add value to the existing projects and sites promoting their usage within the mass and professional markets through the creation of an integrated information environment providing a global access to on-line tourism services and cultural resources of the Mediterranean countries
- The extension to the Mediterranean region of relevant results of research and scientific development obtained during prior Community funded initiatives
- The implementation of “Cultural-Tourism” projects. The direct link between tourism and cultural heritage is widely recognised. Tourism depends on these resources as essential factors for the production and marketing of leisure activities. Strengthening the quality of these resources and supporting the development of cultural tourism projects is central to the success of Euro-Mediterranean regions, which extraordinary cultural richness needs for a balanced combination of the positive effects of tourist activities with the safeguard of this major asset. This type of projects must essentially include a tourism dimension and have a significant macro-economic impact on cultural and tourism-related economical activities for the Mediterranean countries, with relevance to influencing and positively enhancing the “national image” abroad the destination. The involvement of the Tourism & Travel professional sector is a pre-condition to the viability of this kind of projects.
- To stimulate new alternative forms of tourism services such as: eco-tourism, agro-tourism, multi-destination travel programmes; out-of season and low-season travel, business oriented services etc. This type of projects will aim at strengthening co-operation between Tourism & Travel organisations and the transport sector (Carriers, port authorities, safety organisations) in regards to optimising route planning systems by using Information Technologies e.g. Internet-based, multilingual databases of relevant large scale attractions in the region. Besides, projects can also aim to increase the number of tourism SMEs able to present, market and sell their products or services through World Wide Web and Internet applications. These may attempt to extend and optimise ongoing Commission initiatives or projects either geographically or in terms of content; at fostering interactions between e.g. operators and academia particularly with regards to marketing of tourist products; or at developing knowledge exchange through best practice manuals, workshops and roadshows.

1.3.4 Sector 4 : Pilot projects on research applied in industry, business, and innovation

Projects will be information technology solutions for business processes, knowledge management, the transfer of information society technologies innovation, industrial information society technology-based production, and high speed computing. Projects will aim to enhance the co-operative activity of existing networks (and centers) of Excellence (i.e. teams originated from industry, universities and research centers with common long term technological goals, coordinating their research as well as their training and technology transfer policies). The research teams that constitute the "nodes" of a network of excellence will provide collectively a critical mass of expertise in all disciplines needed to contribute to the attainment of the common goals, in particular in the field of north south transfer of competencies and innovations. These networks should develop strategic plans aiming at developing medium term co-development initiatives with industries or SMEs Associations located anywhere in the Euro-Mediterranean region. Informational structures will have to be set up for the collection, analysis, classification, storage and dissemination of experience and knowledge in the domains of business process engineering, technologies and methodologies and the employment of the human resources. This should also enable setting up structure for monitoring of the pilots with assessment of best practice actually employed. The development of cost effective and sustainable World Wide Web solutions to achieve these goals

will be considered an asset of the project proposal. Projects that will be presented in this section will underline with equal strength the importance of the human capital in these enlarged regional or sub-regional networks of excellence. Specific attention should therefore be made to the importance of professional and lifelong training solutions (also with regards to Quality management and certification procedures) in the work-package mix of the proposed solutions.

1.3.5 Sector 5 : Euro-Mediterranean Pilot projects in the field of education

Projects will aim at developing innovative and multilingual courseware for distant and local learning, or at designing Euro-Mediterranean, computer-assisted, research and education programs using public databases in areas of specific common and regional interest. Projects will aim at defining, when possible, courseware developed simultaneously on multiple media including printed documents, CD ROMS, DVD, and World Wide Web servers. Projects may aim at the creation and further development of networks of actors in the field of higher and continuous education, by means of computer-supported solutions for co-operative work, or series of workshops. Projects may aim at the implementation of IST-supported twining of educational institutions and/or “training for trainers” actions between Euro-Mediterranean institutions. Projects in this area should take a broad and global approach towards the sustainability of educational and training initiatives in the Euro-Mediterranean region. In particular, they should address the issues of the level of equipment in the target countries; the degree of introduction of technologies in these countries; the elements which will play a role in the modification of existing curricula or professional training programs; the state of the awareness and competence of both local teachers or managers (in the case of professional programs); the capacity of the existing communication infrastructure; the maintenance and support of the equipment through local resources; the relay mechanisms available to transfer to the largest audience the benefits achieved by the project. Against this background projects will provide appropriate solutions aiming at the development of Euro-Mediterranean strategies for the introduction of IST in education and training, by involving all relevant actors in the public sector and by paving the way, through tailored pilot projects, to the progressive introduction of networking in the schools. The complementarity of projects with national initiatives will thus be considered an asset. Project activities may contribute to the creation and the development of networks of actors in the field of higher and continuous education. Projects could embed the development of resource centers easily accessible to the public, including the training of their staff, and the monitoring of the role of such centers. Projects could develop courseware on different and most appropriate media (e.g. CD ROMS, WWW sites, audio and video clips). In general, the use of videoconference or other systems based on ISDN or satellite technology will be limited to systems issued from projects funded by the European Commission or by international organizations, and when detailed information about the feasibility and sustainability of such approaches is provided.

II. Guidelines for the presentation of applications

The following guidelines are in application of the European Commission's Vademecum on Grant Management adopted by the Commission in 1998.

2.1 CRITERIA FOR ELIGIBILITY

One should distinguish between three sets of eligibility criteria: those relating to the applicants who may apply for a grant, those concerning the type of project for which a grant may be awarded and those concerning the costs which may be taken into account for the amount of the grant

2.1.1 Who may apply?

Legal and administrative status

Each proposal must be presented by an Euro-Mediterranean consortium composed by entities coming from at least 2 European Union countries and a group of Mediterranean entities covering the largest possible number of Mediterranean partners.

The applicant³ should be an European public or private non-profit making legal entity established in one of the Member States of the European Union and should be clearly identified in the proposal.

Partners may be any private or public legal entities established in one of the Member States of the European Union or in one of the 12 Mediterranean partner countries⁴ of the Barcelona Political Dialogue.

A **Memorandum of Understanding** regulating the co-operative activities, the roles and the individual responsibilities within the consortium should be signed by all the partners of the project and annexed to the project proposal form. The Memorandum of Understanding will be the internal management tool to set both the roles between partners, their responsibilities and potential conflicts among them. In so far Euro-Mediterranean partners will have tasks of co-ordination that cannot affect the contractual responsibilities of the applicant.

The essential part of the implementation of the projects should be carried out by "not-for-the-profit" organisations, such as research institutes, universities, end-user associations, industrial associations or federations, chambers of commerce, NGOs, semi-governmental organisations or local authorities. Private profit making organisations may provide limited and targeted expertise notably in workpackages which are key to the project success (including the deployment or the customisation of information and communication technologies or the organisation of mass media awareness campaigns). Participation of profit making companies in the definition of the projects should be cost based (not for profit).

³ in case of selection, the grant contract will be concluded with the applicant

⁴ Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, the Palestinian Authority, Syria, Tunisia, Turkey

Private companies may agree with the other project consortia a specific regime of management of Intellectual Property Rights (or any other right related to the execution of the project) by signing a Memorandum of Understanding with the project partners. The content of this M.o.U. and its implications will have to be evaluated and approved by the competent services of the Commission. Private companies will be allowed to commercially exploit the results from the fieldwork (sub-project, workpackage) after the end of the pilot project if the specific Memorandum of Understanding signed by all the parties of the given project agrees them to do so.

Financial and technical capacity

Applicants and partners should not be in a situation of bankruptcy, liquidation or suspension of payments, or under legal proceeding which may have such a results, or having been convicted, by final judgement a-of any crime or offence concerning their professional conduct, or being guilty of serious misrepresentations with regard to information required for participation to any contract financed by the European Community and terminated by the Commission for breach of contract.

The following conditions are to be met by applicants and partners:

- They should have stable sources of finance sufficient to ensure the continuity of their organisation throughout the project and, if necessary, to play a part in financing it.
- They will be experienced in the fields of intervention covered by EUMEDIS and able to demonstrate the capacity to manage the activities for which a grant is requested

Applicants and partners who have previously received a grant or other financial contributions (for example contributions related to previous projects carried out through the IVth and Vth R&D Framework Programmes) are required to submit evidence of successful project implementation to be eligible for further assistance. Such evidence is the approval by the Commission of the Final Report or, if no such approval has yet been given, the approval of interim reports, as the case may be and, if possible the date of submission of the final report.

Other

Neither a EUMEDIS Focal Point or one of its subcontractor within an Focal Point contract can play any sort of role in a EUMEDIS Pilot Project proposal.

2.1.2 What type of projects may be submitted ?

Proposals should aim at launching pilot regional co-operation projects in the field of the Information Society. Projects should be:

Your project must fall within one and only one the five application sectors of Eumedis. Nevertheless the applicants may submit proposals for more than one sector.

Structure

It is recommended that each project organises its execution in separated sub-projects. Each subproject can develop a *specific function* for the overall consortium (the development of a database, the development of a training module etc.) or a *specific theme* (for example a specialisation in medicine, a product or service category in commerce, an artistic tradition in the Euro-Mediterranean culture, etc.).

Each proposal should also provide for each sub-project: its objectives, deliverables, observable results, and substantial information about the participants and about their respective role in the sub-project. It is recommended to include a balanced (Euro-Mediterranean) structure of actors in each sub-project.

The number of partners involved in the project and the number of tasks or fieldworks to be implemented will require the adoption of a specific set of procedures to ensure proper coordination/cohesion among partners, diffusion of information, integration of functions, replicability of individual sub-project results to other sub-projects, etc. It is extremely important to expose with clarity this set of procedures.

Duration of Project

The maximum project implementation period is **3 years**.

2.1.3 What costs may be taken into consideration for the grant ?

The expenditure side of the budget submitted with the application must be sufficiently detailed to allow “eligible costs” to be distinguished from any “ineligible costs”. In addition, the costs considered eligible for Community funding must entail those costs necessary to carry out the project and must not exceed market prices. All costs must be fully accounted for, identifiable and controllable. In this respect, the attention of the applicants is drawn to the fact that the eligible costs should be real costs and cannot take the form of lump sums exceeding the real costs.

Eligible direct costs

To be considered eligible in the context of the project, costs must:

- be necessary for carrying out the project, be provided for in the Contract (Annex E) and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been incurred during the duration of execution of the project, as defined in Article 2 of the Special Conditions of the Contract;
- have actually been incurred, be recorded in the Beneficiary's or Beneficiary's partners' accounts, be identifiable and verifiable, and be backed by originals of supporting evidence.

The following direct costs are eligible:

- the cost of staff assigned to the project, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary, and rates must not exceed those generally accepted on the market in question;
- travel and subsistence costs for staff taking part in the project, provided they correspond to market rates and do not exceed the scales generally accepted by the Commission (including economy-class air fares) ;
- purchase costs for equipment (new or used) and services (transport, rent, etc.), provided they correspond to market rates;
- costs of consumables and supplies;
- expenditure on subcontracting;

- costs deriving directly from the requirements of the Contract (dissemination of information, specific evaluation of the project, translation, reproduction, insurance, targeted training for those involved in the project, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);
- taxes, without prejudice to the terms of Article 14(4) of the contract;
- a contingency reserve of no more than 5% of eligible direct costs, which can be used only with the prior written (by letter) authorisation of the Commission.

Eligible indirect costs and overheads

A fixed percentage of the Beneficiary's overheads up to a maximum of 7% of the total amount of eligible direct costs shall be eligible as indirect costs.

Indirect costs shall be eligible provided that they do not include costs assigned to another heading of the budget provided for by the Contract.

Indirect costs shall not be eligible where the Contract concerns the financing of a project conducted by a body which is already receiving an operating grant from the Commission.

Ineligible costs

- provisions for possible future losses or debts;
- interest owed;
- purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the Beneficiary's local partners (where applicable) or the final recipients of the project once the latter has come to an end;
- currency exchange losses, without prejudice to the terms of Article 15(7) of the Contract;
- VAT which the Beneficiary is able to reclaim.
- Contributions in kind : durable equipment, premises, voluntary work (non paid labour of a physical and moral entity) can be considered as contributions in kind.

Global ceiling of costs to be financed by a Community grant

Each project may receive a contribution up to **80% of the eligible costs**. The remainder should be financed from the applicant's own resources or from sources other than the Community budget.

Minimum amount for a grant

The minimum grant is 1 M€. Budgets will be carefully checked whether they correspond with real market situation and whether they are sufficient cost-effective. Proposals with inflated budgets or costs exceeding the market prices in order to reach the minimum grant amount will be rejected during the evaluation.

2.2 HOW SHOULD AN APPLICATION BE MADE AND WHICH PROCEDURES SHOULD BE FOLLOWED?

Applicants must use the annexed application form. The guidelines and the application form are available on the Europa web-site http://europa.eu.int/comm/scr/tender/index_en.htm. Please respect the application format and follow the page order. Applications should be submitted in either English or French.

Please draft your application as clearly as possible, taking into account that the experts who will evaluate it do not know anything about your project or the partner organisations. Be concise but provide sufficient details to make clear, in particular, what you plan to do, who will benefit from the project, and why your project is relevant to the programme's objectives.

The application and its annexes should be typed. Hand-written applications will not be accepted. Please send one original and seven copies of your completed application form and of the annexes.

Applications must be accompanied by the following supporting documents, namely:

- (1) Statutes and/or articles of association of the applicant and of each of the partners
- (2) Most recent annual report and accounts of the applicant and the partners
- (3) CVs of the core project managers
- (4) Memorandum of Understanding signed by the applicant and all partners

Final date for submission of the applications is 7th September 2000.

Applications should be sent or hand delivered to the following addresses:

Postal address

European Commission
Rue de la Loi/Wetstraat 200
Office SC14 8/64
B 1049 Brussels

Address for hand delivery

European Commission
Rue de la Science 14
Office SC14 8/64
B 1049 Brussels

Applicants should send the application in a sealed envelope by registered mail, express messenger or by hand delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address mentioned above. **Applications, which reach this address after the deadline for submission mentioned in the notice of the call for proposals will be rejected. Any applications sent by any other means (e.g. by fax or e-mail) either as a whole or partially will be rejected.**

Envelopes must be clearly marked with the following:

“Proposal documents enclosed – Call for proposals EUMEDIS Strand two : sector number (the number of the sector chosen) + reference of the Official Journal + “Do not open until the proposal opening session”

Additional information is available:

- for procedural, contractual and administrative questions: S.C.R.

Questions, indicating clearly the reference of the Call for Proposals, should be sent, by e-mail only, to Dominique.Dumont@cec.eu.int. The time limit for questions is 21 calendar days before the deadline for applications. Frequently asked questions with answers will be available on the programme Web site (http://europa.eu.int/comm/scr/tender/index_en.htm).

- for technical questions and for identification of potential partners:

please consult the EUMEDIS web site and the Network of the EUMEDIS Focal Points (point your browsers to <http://ispo.cec.be/eumedis/Welcome.htm>)

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated with the possible assistance of external experts. Applicants may also be contacted with a view to obtaining clarification of aspects of the application submitted. Applicants may also be contacted with a view to obtaining clarification of aspects of the application submitted. All applicants' projects will be evaluated according to the following criteria:

(1) Administrative compliance

Including verification of completeness of the application

(2) Eligibility

Eligibility of the applicant and of the project according to the criteria in sections 2.1.1 & 2.1.2

(3) Technical evaluation:

Evaluation criteria are organised in three sections (A;B;C) as follows:

Each evaluation criteria will be rated between 1 and 5. The results for each e.c. will be multiplied by factors [1x, 2x, 4x - factors are in squared brackets].

A) Project Objectives

a1 End User Oriented [2x]: Projects should be to produce a visible and concrete impact on the social and economic development of the Euro-Mediterranean region. *Projects therefore must be end user – application oriented.* Projects will include development work-packages only to the extent required by the customisation of available software tools. Projects should foresee awareness campaigns, including through the mass media, to insure the wider availability of the project results to the targeted users.

a2 Technically adequate [4x] : Projects proposals should highlight the qualities of the technical solution chosen, and how this solution corresponds to the needs of the sector of intervention chosen

a3 Open [1x]: Your project would aim at laying down an *infrastructure (or a technical platform)* open to multiple interests in each application sector, and at sharing publicly understandings and best practices in applications. Your project should be open for and encourage extensions both in content and in partnership. The openness of your project should be clearly stated and verifiable both at the level of the initial evaluation and later, during the implementation phase.

a4 Understanding of the context [2x]: You should summarise all background information available to you on the political, legal, and socio-economic factors that characterise the area or the community of interest that you are targeting with your proposal. Preference will be given to the proposals that will provide the largest amount of factual evidence to support the project approval by the expert committee. Considerations should bear on all aspects deemed relevant, including on connectivity issues, training issues, issues related to the internal organisation of the end user communities, marketing issues, technological constraints, lack of awareness, lack of basic equipment, latent markets, un-exploited strategic opportunities, large social needs, etc.

a5 Co-operative [2x]: EUMEDIS aims at awarding grants for projects that promote networking:

- technological networking based on the connection and interoperability of satellite, terrestrial, wireless, or submarine telecommunication networks
- human networking, through the development of close and personal links among representatives of the civil societies of the Euro-Mediterranean region. *Your proposal should demonstrate how the various roles of the partners are complementary to each other, and how co-operation among them, adds value to the project.*

a6 Supporting the Euro-Mediterranean regional partnership [2x]: Since EUMEDIS aims at favouring the development of the Mediterranean partner countries through Information Technology based partnership with the European Union countries, *you should explain in your proposal what is the contribution of your project to the Euro-Mediterranean partnership.*

a7 Supporting the general EUMEDIS socio-economic objectives [1x]: Projects should aim at producing a visible and concrete impact on the social and economic development of the Euro-Mediterranean region.

Your proposal should explain, when applicable, how the project would:

- *accelerate, in a measurable way, the economic development of the Euro-Mediterranean region in the application sector*
- *modernize the workflow in the application sector*
- *modernize the communication resources of academia in the Euro-Mediterranean region*
- *impact, in a measurable way, on the improvement of the quality of life of a specific community*
- *contribute to the integration of the Euro-Mediterranean information society by providing a reference framework, a platform for the development of shared vision and mutual understanding, a common methodology or protocol, a uniform policy, or a Euro-Mediterranean-wide technological solution for public services*

- *fill in a gap in Euro-Mediterranean -based services to the public at large or to a broad community of interest*
- *provide Euro-Mediterranean multi-lingual, multimedia content*

a8 Priority driven [1x]: Projects should be projects related to national and Euro-Mediterranean regional priorities (i.e. public policy priorities). *Preference will be given to projects in line with priorities as defined, when applicable, by the national information society authorities. Preference will also be given to projects that include follow-up activities harmonised with national priorities.*

a9 In synergy with other European Commission programs, or with initiative of International Organisations active in the Information Society field [1x]: Projects may be the direct result, the complement, the modernisation, or the optimisation of prior information society initiatives funded by the European Commission, of projects launched in the framework of the European Community RTD Framework Programmes, or of MEDA Projects or projects which are related to initiatives of International Organisations which are active in the I.S. field. It is nevertheless essential that the proposed projects be not any more in a research and development phase. *Your proposal should qualify the relationship (if any) with past R&D research or with other International Frameworks of Cupertino.*

a10 Engineered with the aim of becoming self-sustainable [2x]: Projects must aim to become self sustainable. Project proposals should collect all available elements for a serious sustainability analysis, which should tackle all the project development issues during and particularly *after* the Commission-funded-phase. This analysis should be centred on cost recovery mechanisms, private and/or public synergies which can provide support for the future evolution of the project, development of commercial spin off activities (when possible and compatible with existing regulation of the countries in which the field works are implemented).

a11 Training [4x]: Preference will be given to projects in all sectors, which will include training modules in their implementation programme. Training is a key element for the project sustainability: increasing computer literacy in all the sectors of intervention of EUMEDIS and the promotion of new (IT based) methodologies among professional is also encouraged.

a12 Active in disseminating their experience and results [4x]: Your proposal should include detailed plans for awareness raising activities . These tasks can be implemented through the organisation of information days, the diffusion of brochures, videos, and advertisements through the local information media. The dissemination activity in certain projects which aim at providing services to a mass audience (students, tourists, doctors or patients, managers of SMEs are all examples of mass audiences) is the key to the project sustainability and success. You should associate to the promotion of your project all the available information relays in a given sector (these may include the media, the EUMEDIS Information Society Focal Point, national and local administrations, Internet Service Providers, centres of excellence in the Internet field etc.). The participation of Mass Media in project consortia is considered as an asset for the project proposal

B) Project Management

b1 Balanced [2x]: Participants from the Mediterranean partner countries must play important roles in the pilot projects, both in horizontal and in vertical tasks. *You have to*

show how your project (and each of your sub-projects) will contribute to transferring technological resources in the Mediterranean partner countries.

b2 Manageable [2x]: Your proposal should precisely describe the management structure to be put in place for the duration of the pilot project, and the commitments taken by each of the core-group members. Plans for the management of follow-up activities should also be made explicit. *The consortium should establish common rules and methods to achieve consensus among partners.*

b3 Well staffed and equipped [1x]: Relevant information must be provided about the skills, experience, organization, and infrastructure of each of the participants in the core-group activities or in a fieldwork (sub-project, workpackage). *The proposal must demonstrate that they all have the relevant skills and experience, financial credibility, an efficient organization, and an infrastructure sufficient for implementing the pilot project.*

b4 Well-budgeted [2x]: You should provide the greatest amount of detail in your budget breakdowns.

b5 Offering equal opportunities for both sexes [1x]: Individuals from both sexes should be granted equal opportunities during the preparation and the implementation of your project. The applications themselves and the themes of the sub-projects should also promote the role of women in the Euro-Mediterranean information society.

C) Project structure

c1 Coherence [4x]: Proposals should include a coherent set of sub-projects. You should demonstrate not only the usefulness and feasibility of each sub-project, but also its purpose in the context of the overall project.

c2 Well-planned integration [2x]: You should provide a work-plan describing the inter-relationships between the various tasks and between the various sub-projects. You should address all operational, technical and institutional issues tightly related to the integration between all the sub-components of your workplan. Your proposal should describe, for each sub-project:

- its goal, and a brief description of the work to be carried out
- the role of each participant
- its deliverables
- the responsibilities of each participant with respect to the deliverables
- its time line
- the effort devoted by each participant
- the infrastructure and equipment to be used
- its costs, in terms of personnel, travel and subsistence, durable equipment, consumables, and other costs
- its applicable review criteria

c3 Prepared for evaluation [1x]: Your proposal should describe plans for gathering feedback from each sub-project, in particular feedback from end-users. Data acquisition and evaluation methods should be clarified. Your proposals should explain how you plan to use this feedback information to improve the overall performance of the project.

N°	Title (to be rated between 1-5)	Factor
a1	End User Oriented	[2x]
a2	Technically adequate	[4x]
a3	Open	[1x]
a4	Understanding of the context	[2x]
a5	Co-operative	[2x]
a6	Supporting the Euro-Mediterranean regional partnership	[2x]:
a7	Supporting the general EUMEDIS socio-economic objectives	[1x]
a8	Priority driven	[1x]
a9	In synergy with other European Commission programs, or with initiative of International Organisations active in the Information Society field	[1x]
a10	Engineered with the aim of becoming self-sustainable	[2x]
a11	Training	[4x]
a12	Active in disseminating their experience and results	[4x]
b1	Balanced	[2x]
b2	Manageable	[2x]
b3	Well staffed and equipped	[1x]
b4	Well-budgeted	[2x]
b5	Offering equal opportunities for both sexes	[1x]
c1	Coherence	[4x]
c2	Well-planned integration	[2x]
c3	Prepared for evaluation	[1x]

2.4 INFORMATION ABOUT THE COMMISSION DECISION ON THE AWARD OF GRANTS

Applicants will be notified of the Commission's decision on their application.

The notification of a decision not to award a grant will indicate the basis of the decision according to the following:

- The application was submitted after the closing date
- The application is incomplete or otherwise non compliant with the stated administrative conditions
- The applicant is ineligible
- The project is ineligible
- The technical proposal is considered inadequate
- The financial proposal is considered inadequate

Please note that the Commission's decision on the selection of projects and award of grants is final.

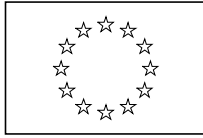
2.5 CONDITIONS APPLICABLE ONCE A PROJECT HAS BEEN APPROVED BY COMMISSION DECISIONS FOR THE AWARD OF A GRANT

Upon the award of a grant, the applicant will be proposed a grant contract according to the standard contract annexed hereto, which will, in particular, provide the following rights and obligations:

- The amount of the grant only becomes final after completion of the project and presentation of final accounts. Grants are awarded on a pro-rata basis: in the event that the overall project costs are reduced, the contribution of the Commission will also be reduced proportionally. In the amount of eligible costs is less than the grant, the Commission grant is reduced by the excess amount.
- Any amendment of the agreement must be set out in written agreement to be concluded in the same way as the original agreement. Where changes do not affect the basic purposes of the operation and the financial impact is limited to a transfer between headings of the budget involving an increase of less than 10% of a heading for eligible costs, the beneficiary may apply the change and shall inform the Commission without delay.
- VAT paid by the beneficiary for the purchase of goods or services in connection with the project cannot be considered as a reimbursable cost if the beneficiary is VAT registered and can therefore recover any such VAT incurred.
- Payment will be made in instalments as follows:
 - And advance payment upon signature of contract, equivalent to 80% of the budget for the first year of the project. If the advance amounts is more than €1million , a financial guarantee covering the amount of the advance will be requested;
 - Depending on the importance of the amounts and the duration of the project, and in accordance with the general Commission rules applicable to grants in the field of external aid, interim payments may be proposed by the Commission up to a maximum of one payment a year upon submission by the beneficiary and approval by the Commission of interim report.
 - The final balance will be paid upon submission by the beneficiary and approval by the Commission of the final report
- The project administration will have to include separate and transparent accounting for all operation relating to the project.
- The contract will provide for an audit to be carried out and will, moreover, provide for the possibility of inspections to be carried out on documents and on the project site (s) by the Commission services and by the European Court of Auditors.
- Appropriate visibility and credit must be given for the financial contribution of the European Community (for example, in reports and publications made available as a result of the project publicity displays associated with the project, etc.)
- No legal liability to third parties on the part of the European Community or its institutions shall arise as a result of the project.

Annex A

Grant Application Form



EUROPEAN COMMISSION

EUMEDIS Pilot Projects
(EUMEDIS Strand 2)

Grant Application Form

Budget Line B7-4100

Dossier No	
------------	--

(for Commission use only)

1. THE APPLICANT⁶

1.1 Identity

Full legal name (business name):	
Acronym (where applicable):	
Legal status:	
VAT registration number (where applicable):	
Official address:	
Contact person:	
Telephone n° :	
Fax n°:	
E-mail address:	

1.2 Bank details

(The bank must be in the country in which the applicant is registered)

Account name:	
Bank account no:	
Bank code:	
SWIFT code:	
Bank name:	
Bank address:	
Name(s) of signatory(ies):	Position(s) of signatory(ies):

⁶ The applicant in case of success of the proposal will become the signatory of the contract and therefore the financial coordinator of the project. The applicant should be an entity coming from an European Union Member State.

1.3 Capacity to manage and implement projects

Provide detailed description of projects related to Information Society implemented over the past five years, identifying for each project (maximum 1 page per project)

- the object and location of each project
- the applicant's role and involvement in the project
- identification of the project donors (name, address, telephone number)
- the project cost
- the results of the project

1.4 Resources

Detailed description of the various resources at the disposal of the applicant (maximum 3 pages) including:

- the annual income over the past three years, mentioning for each year the names of the main financial contributors and the proportions of annual income contributed by them
- the number of permanent and part-time staff by category
- major equipment and other physical means
- other relevant resources

1.5 Other applications submitted to European institutions or EU member states

Provide information on Community or EU Member State grants, procurements contracts or loans obtained directly or indirectly during the last three years:

Title of operation	EC budget line	Amount (EUR)	Date of award

Provide information on other grant applications submitted (or due to be submitted) to European institutions or EU member states in the current year:

Title of project	EC budget line	Amount (EUR)

2. PARTNERS OF THE APPLICANT PARTICIPATING IN THE PROJECT

NOTE : A LONGER DESCRIPTION CAN BE ANNEXED TO THIS TABLE. CO-ORDINATORS AND PARTNERS SIGN A MEMORANDUM OF UNDERSTANDING, WHICH DESCRIBES THEIR ROLES AND RESPONSIBILITIES IN THE PROJECT. THE M.O.U. MUST BE ANNEXED TO THIS PROJECT PROPOSAL

	Full legal name (business name)	Nationality	Legal status	Official address	Contact person	Telephone n°	Fax n°	E-mail address	Number of staff
TECHNICAL CO-ORDINATOR									
PARTNER									
PARTNER									
PARTNER N									

3. THE PROJECT DESCRIPTION

3.1 Title

3.2 Location

(Country or countries, region, city)

3.3. Summary (maximum 10 lines), highlighting the EUMEDIS priority area

3.4 Objectives (maximum 3 page)

Description of the objectives of the project and their relevance to the objective of the budget line

(see all evaluation criteria in section A)

3.5 Justification (maximum 5 pages)

Identification of the perceived needs and constraints in the target countries and reasons for the selection of the target groups and activities and the reasons for the proposed methodology

(see in particular evaluation criteria a2, a4, a6, a8)

3.6 Detailed description of activities (maximum 20 pages)

This section should be organised in the following sub-sections:

- Description of the structure of the project. Identification of the sub-projects and integrative activities (max 1 page)
- Description of each sub-project (role of each partner in the sub-project, sub-objectives etc. for max 3 pages per sub-project)
- Description of integrative activities (max 5 pages)

(see in particular c1-3 and b1-4 criteria)

3.7 Methodology (maximum 3 pages)

Detailed description of methods of implementation, procedures for internal evaluation and co-operation with other organisations also involved in the project

(see criteria a2, a11, a12, c3 in particular)

3.8 Assumptions and Risks

(see criteria a4)

3.9 Duration and project time table (include a Work Calendar in annex)

3.10 Please include the project's logical framework in annex, using the "Logical Framework" format attached.

4. Expected results

4.1 Description of the results (maximum 5 pages)

(see criteria a1,a2, a5, a11)

4.2 Estimated impact on target group (maximum 2 pages)

(see criteria a1, a3, a5)

4.3 Publications and other outputs (maximum 1 page)

(see criteria a12)

4.4 Sustainability of activity after end of co-financing (maximum 3 pages)

(see criteria a4, a10, a11)

4.5 Socio-cultural aspects (Gender aspects and Community empowerment – max. 1 page)

(see criteria a6, a7, a11, a12, b5)

4.6 Monitoring and Evaluation (Indicators, methods used, internal reviews and external evaluations planned – max. 1 page)

(see criteria c3)

5. Standard Budget Format (In Euro)

Supplies and services rendered	Unit	Quantity	Cost	Sub Total	TOTAL
A.					
A.1. Personnel					
A.1.1. National personnel (full-time, or part-time) e.g. Project Co-ordinator, Technical staff (Trainers, researchers, health educators, local consultants etc.), Administrative/support staff (financial/accounting, secretarial staff, etc)	Month/D ay	No.			
A.1.2. Expatriate staff Experts (long-term and short-term)					
A.1.3. Per diem for missions					
A.2. Operational costs					
A.2.1 Telecommunication costs	Unit	No			
A.2.2 Translation costs					
A.2.3 Office running costs					
Etc					
B.					
B.1. Equipment and supplies E.g. office equipment, I.T. equipment, training equipment, rental of premises etc.	Unit	No			
B.2. Travel costs (economy) International air travel National travel (air, rail, ship)	Travel tickets	No			
B.3. Audit costs	Audits	No			
B.4. Studies, research, subcontracted services , etc	Studies	No			
B.5 Costs related to awareness raising activities	Unit	No			
C.					
C.1. Administrative costs (max 7%)					
C.2. Contingency max 5% (to be used only with prior agreement of the Commission)					
TOTAL Project Costs					
Contribution of Applying Organisation					
Contribution Requested from EC					

DECLARATION BY THE APPLICANT

I, the undersigned, certify that the information given in this application is correct.

Person responsible in the applicant organisation for the operation assisted

Name:

Position:

Signature:

Date and place:

Please ensure that this Declaration is completed and included in the application and that the M. o.U. quoted in section II of the Guidelines for Applicants 2000 are attached.

Logical Framework Format (ANNEX B)

Project Title:

Intervention Logic: Project Objectives, Expected Results and Activities	Indicators of Achievement	Sources and means of Verification	Assumptions
Project Goal: What is the overall broader objective, to which the project will contribute?	What are the key indicators related to the overall objective?	What are the sources of information for these indicators?	
Project Purpose: What are the specific objectives, which the project shall achieve?	What are the quantitative or qualitative indicators showing whether and to what extent the project's specific objectives are achieved?	What are the sources of information that exist or can be collected? What are the methods required to get this information?	What are the factors and conditions not under the direct control of the project which are necessary to achieve these objectives? What risks have to be considered?
Expected Results: What are the concrete outputs envisaged to achieve the specific objectives? What are the envisaged effects and benefits of the project? What improvements and changes will be produced by the project?	What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?	What are the sources of information for these indicators?	What external factors and conditions must be realised to obtain the expected outputs and results on schedule?
Activities: What are the key activities to be carried out and in what sequence in order to produce the expected results?	Means Required: What are the means required to implement these activities, e.g. personnel, equipment, training, studies, supplies, operational facilities, etc.	What are the sources of information about project progress?	What pre-conditions are required before the project(s) start(s)? What conditions outside the project's direct control have to be present for the implementation of the planned activities?

ANNEX C

DAILY ALLOWANCE RATES (PER DIEMS) AS OF JANUARY 1, 1999

NON-MEMBER COUNTRIES	EURO	NON-MEMBER COUNTRIES	EURO
Afghanistan	59	Cote d'Ivoire	113
Albania	148	Croatia	153
Algeria	164	Cuba	150
American Samoa	142	Cyprus	103
Angola	244	Czech Republic	191
Anguilla	188	D.P.R of Korea	152
Antigua and Barbuda	143	Djibouti	176
Argentina	182	Dominica	127
Armenia	111	Dominican Republic	99
Aruba	173	Ecuador	119
Australia	147	Egypt	157
Azerbaijan	249	El Salvador	129
Bahamas	178	Equatorial Guinea	93
Bahrain	160	Eritrea	59
Bangladesh	145	Estonia	123
Barbados	165	Ethiopia	144
Belarus	125	Fiji	83
Belize	95	French Guiana	140
Benin	142	French Polynesia	170
Bermuda	182	Gabon	109
Bhutan	38	Gambia	120
Bolivia	143	Georgia	241
Bosnia and Herzegovina	210	Ghana	169
Botswana	93	Gibraltar	112
Brazil	162	Greenland	171
Brunei	144	Grenada	126
Bulgaria	140	Guadeloupe	145
Burkina Faso	125	Guam	131
Burundi	81	Guatemala	109
Cambodia	154	Guinea	139
Cameroon	169	Guinea Bissau	131
Canada	118	Guyana	126
Canary Islands	92	Haiti	143
Cape Verde	97	Honduras	128
Cayman Islands	176	Hong Kong	165
Central African Republic	115	Hungary	126
Chad	111	Iceland	187
Chile	158	India	212
China	110	Indonesia	133
Colombia	115	Iran	120
Comoros	135	Iraq	85

Congo	215	Israel	248
Congo, Dem. Rep. (New Zaire)	191	Jamaica	135
Cook Islands	151	Japan	248
Costa Rica	118	Jordan	111
Kazakhstan	178	Paraguay	106
Kenya	159	Peru	181
Kiribati	87	Philippines	148
Kuwait	181	Poland	203
Kyrgyzstan	131	Puerto Rico	168
Laos, People's Dem. Rep.	72	Qatar	121
Latvia	155	Republic of Korea	182
Lebanon	119	Republic of Moldova	164
Lesotho	94	Republic of Yemen	167
Liberia	126	Reunion	145
Libyan Arab Jamahiriya	176	Romania	165
Lithuania	113	Russian Federation	181
Macao	103	Rwanda	128
Madagascar	115	Saint Kitts and Nevis	149
Malawi	137	Saint Lucia	179
Malaysia	85	Samoa	93
Maldives	87	Sao Tome & Principe	158
Mali	136	Saudi Arabia	138
Malta	86	Senegal	78
Marshall Islands	103	Seychelles	198
Martinique	149	Sierra Leone	154
Mauritania	93	Singapore	168
Mauritius	136	Slovakia	144
Mexico	165	Slovenia	132
Micronesia	84	Solomon Islands	88
Monaco	187	Somalia	69
Mongolia	103	South Africa	117
Montserrat	132	Sri Lanka	75
Morocco	134	St. Vincent and the Grena.	154
Mozambique	139	Sudan	165
Myanmar	119	Suriname	102
Namibia	76	Swaziland	72
Nauru	68	Switzerland	172
Nepal	105	Syrian Arab Republic	123
Netherlands Antilles	169	Tajikistan	159
New Caledonia	140	Tanzania, United Rep. of	202
New Zealand	128	TFYR of Macedonia	107
Nicaragua	141	Thailand	118
Niger	116	Togo	116
Nigeria	243	Tokelau Islands	82
Niue	66	Tonga	72
Northern Mariana Islands	176	Trinidad and Tobago	119
Norway	144	Tunisia	109
Oman	124	Turkey	87
Pakistan	113	Turkmenistan	126
Palau, Republic of	122	Turks and Caicos Island	147

Panama	103	Tuvalu	54
Papua New Guinea	125	Uganda	153

Ukraine	215
United Arab Emirates	165
United States of America	216
Uruguay	130
Uzbekistan	175
Vanuatu	137
Venezuela	155
Viet Nam	92
Virgin Islands (UK)	162
Virgin Islands (USA)	149
Wallis & Futuna Islands	126
West Bank and Gaza Strip	103
Yugoslavia	140
Zambia	110
Zimbabwe	144

MEMBER COUNTRIES	EURO
Austria	89
Belgium	150
Denmark	179
Finland	159
France	130
Germany	127
Greece	113
Ireland	165
Italy	130
Luxembourg	143
Netherlands	148
Portugal	143
Spain	141
Sweden	159
United Kingdom	199

ANNEX D

CHECK LIST

Before sending your proposal, please check that your application is complete according to the following points :

The application form :

- the proposal is complete according to the application form of the Call for Proposals
- one original and seven copies of all documents
- the proposal is typed and in English or French
- the applicant and the partners are eligible according to the Guidelines and Call for Proposals
- the budget and the expected sources of funding are presented following the format of the application form
- in the budget, the EC contribution is identified and it is maximum 80% of total eligible project costs
- in the budget, the administration costs are 7% or less of eligible project costs
- in the budget, the contingencies are no more than 5% of eligible costs
- the declaration of the applicant is signed
- the logical framework for the project is completed

Annexes :

- the statutes or articles of association of the applicant and of all the partners
- the most recent annual report and accounts of the applicant and the partners
- the CV for the core project managers
- the form « acknowledgement of receipt » is complete
- the Memorandum of understanding signed by the applicant and all partners



EUROPEAN COMMISSION
JOINT RELEX SERVICE (SCR)
FOR THE MANAGEMENT OF COMMUNITY AID TO NON-MEMBER COUNTRIES
Invitations to tender, contracts and legal matters
Contracts and grants

Brussels,
D(99) acknowledgementtype.doc

Name and Address of the
Organisation:

Acknowledgement of receipt:

.....
.....
.....
.....
.....

**Call for proposals 2000/110979/C/G: EUMEDIS Regional Pilot Information Society
Projects**

Title of your project:.....

.....

(only one project by acknowledgement of receipt)

Ref: 2000/.....*

Dear Madam, Dear Sir,

Thank you very much for submitting an application to the above call for proposals.

Your application

- was received before the deadline stated in the notice of publication *
- was **not** received before the deadline stated in the notice of publication *

It has been given the reference above-mentioned. Please use that reference number in any future communications regarding this application.

At present, for those received before the deadline, the evaluation of the applications is being carried out. The funding decisions resulting from this process should normally be taken before*, after which you will be informed in writing whether or not your application has been successful.

Yours sincerely,

ANNEX E

Grant Contract – External Aid