



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR JUSTICE AND CONSUMERS

**RESTRICTED CALL FOR PROPOSALS
JUST/2015/RDIS/AG/NRP2**

**Action grants to support National Roma platforms
RIGHTS, EQUALITY AND CITIZENSHIP PROGRAMME
(2014-2020)**

TABLE OF CONTENTS

1.	INTRODUCTION.....	3
2.	PRIORITY AND ACTIVITIES TO BE FUNDED	4
2.1.	Priority.....	4
2.2.	Description of the activities to be funded under the call:.....	4
3.	Budget available	6
4.	EVALUATION PROCEDURE	6
4.1.	Admissibility Requirements	6
4.2.	Eligibility Criteria.....	7
4.2.1.	Eligibility of the applicant	7
4.2.2.	Eligibility of the application	7
4.3.	Exclusion Criteria.....	7
4.3.1.	Exclusion from participation	7
4.3.2.	Exclusion from award:	8
4.4.	Selection criteria.....	8
4.4.1.	Financial capacity	8
4.4.2.	Operational capacity	9
4.5.	Award criteria.....	9
5.	ADMINISTRATIVE AND FINANCIAL PROVISIONS	10
5.1.	Number of applications and grants per applicant	10
5.2.	Start date and duration.....	11
5.3.	Financial provisions	11
6.	KICK-OFF MEETING & DISSEMINATION ACTIVITIES	12
6.1.	Kick-off meeting	12
7.	PROCEDURE FOR SUBMISSION OF PROPOSALS	13
7.1.	Procedure for submission of applications.....	13

7.2. Grant Application Form	13
7.3. List of required annexes	14
8. DEADLINE AND TIMETABLE	15
9. CONTACTS AND FURTHER INFORMATION	15
10. DATA PROTECTION	16
11. PUBLICITY BY THE COMMISSION	17
12. MONITORING AND EVALUATION OF THE ACTIVITIES.....	17
12.1. Dissemination strategy and communication tools.....	17
12.2. Monitoring and evaluation of the activities.....	18
ANNEX I.....	19

IMPORTANT NOTE:

This restricted Call¹ for proposals replaces the previous call (with deadline 21.9.2015) which was cancelled due to misunderstandings by applicants relating to eligible costs and activities to be funded. Therefore, the Commission has decided to republish this call with some modifications and clarifications aiming to help applicants to submit good quality proposals with acceptable budgets. NRCPs who applied for the cancelled call will need to submit a new proposal, through PRIAMOS.

New elements to be taken into consideration:

- Staff costs will be accepted as eligible up to 40% of total eligible costs.
- The text of the Call for proposals contains a more detailed description of the activities which could be co-financed.

1. INTRODUCTION

This restricted call for proposals for action grants is based on the 2015 annual work programme of the Rights, Equality and Citizenship Programme (REC Programme)².

It will support the setting-up or reinforcing and restructuring of national consultation processes through National Roma Platforms by National Roma Contact Points (NRCP)³, in line with the specific objective to promote the effective implementation of the principle of non-discrimination on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, and to respect the principle of non-discrimination on the grounds provided for in Article 21 of the Charter.

The aim of the National Roma Platforms is to serve **as an effective coordination and cooperation mechanism** involving in a transparent and inclusive manner all relevant stakeholders with a focus on local implementation and monitoring of National Roma Integration Strategies⁴⁵ or integrated sets of policy measures⁶.

NRCPs have a management and coordination role in the process of developing the National Roma Platforms.

These Platforms should be considered as a nationally led participatory multi-stakeholder **process of working meetings** aimed at strengthening partnership across all levels, including government authorities, regional and local authorities, civil society organisations, including Roma youth and Roma women organisations, private sector, academia, etc.

The Platforms should focus on the implementation of the National Roma Integration Strategies at the local level.

– ¹ The Call is restricted to National Roma Contact Points.

– ² Available at: http://ec.europa.eu/justice/grants1/programmes-2014-2020/rec/index_en.htm

– ³ Available at: http://ec.europa.eu/justice/discrimination/files/roma_nationalcontactpoints_en.pdf

– ⁴ COM(2012)226; 21.5.2012.

– ⁵ COM(2011)173; 22.3.2011.

– ⁶ Council Recommendation of 9 December 2013 on effective Roma integration measures in the Member States (2013/C 378/01), OJ C 378, 24.12. 2013.

2. PRIORITY AND ACTIVITIES TO BE FUNDED

The National Roma Platforms shall complement the efforts of the EU in the area of Roma integration. Applicants shall explain and demonstrate how their proposals are aligned with the respective EU policies referred to in this call. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion.

2.1. Priority

The priority of this restricted call for proposals is **to support the setting up or reinforcing and restructuring of national consultation processes in the Member States, through National Roma Platforms convened and managed by NRCPs.**

The National Roma Platforms are expected to encourage and facilitate dialogue and exchanges, promote mutual learning, cooperation and involvement in implementation and monitoring between all national stakeholders.

Inclusion of Roma people, notably women and youth, in the Platform is a prerequisite.

The objectives of the Platforms are:

- To empower the NRCPs in the process of Roma integration, to give them the necessary visibility towards all relevant stakeholders, whether at national, regional or local level, towards Roma and non-Roma communities;
- To ensure effective involvement of all relevant stakeholders (national, regional, local authorities, Roma and non-Roma communities including Roma youth and Roma women, private entrepreneurs, trade unions, professional associations, academia, Equality bodies, etc.);
- To improve multi-stakeholder participation, in particular participation of Roma in decisions that affect them, including decisions on allocation of available financial resources from national and EU budget;
- To strengthen and deepen multi-stakeholder accountability, including Roma and their ownership of the results and commitment to the outcomes of the process of Roma integration;
- To address the gaps in the implementation of the National Roma Integration Strategy and the challenges which are specific to the national context;
- To feed reporting processes at national and EU level.

2.2. Description of the activities to be funded under the call:

This call will fund activities supporting active partnership between stakeholders in the development, implementation and monitoring of the National Roma Integration Strategies or integrated sets of policy measures in the Member States.

Proposals shall present the methodology to be used for the setting up or reinforcing and restructuring of platforms, by inclusive and transparent involvement of all relevant stakeholders with a focus on implementation and monitoring of National Roma Integration Strategies or integrated sets of policy measures in the Member States; and for the implementation of their activities.

The National Roma Platforms should not be considered as one-off events or conferences but as an ongoing, joint process in which all relevant stakeholders work closely together towards better integration of Roma.

Activities should support nationally led participatory multi-stakeholder **processes of working meetings** aimed at strengthening partnership across all levels, including government authorities, regional and local authorities, civil society organisations, including Roma youth and Roma women organisations, private sector, academia, etc.

Activities may include meetings and events at national, regional or local levels of National Roma Platforms, including their preparation, organisation and follow-up activities.

The following concrete activities might be included in the proposal:

- Activities aimed at making stakeholder participation effective, including the identification of stakeholders, capacity building actions, integration of their inputs in shaping policies relevant to Roma integration;
- Working meetings aiming at ensuring proper communication with all stakeholders;
- Activities focusing on empowerment and participation of Roma youth and women organisations;
- Organization of an opening "Kick Off" meeting with participation of all relevant stakeholders (with balanced geographical coverage) in order to explain the process as well as the Member State's approach towards Roma integration;
- Organization of topical discussions/focused group discussions/good practices working meetings, notably on
 - education, employment, health, housing and anti-discrimination issues, which would address the needs/priorities/obstacles/challenges at national/regional/local level;
 - funding opportunities;
 - Roma education and how best to advance the education of Roma children, involving educators, Roma parents, representatives of municipalities, social workers, Roma mediators, Roma assistants;
 - the involvement of trade unions, private sector in increasing employability of Roma and on an integrated approach in the area of housing and health;
- Activities aimed at facilitating dialogue between Roma and non Roma communities and local authorities to explain the mutual benefits of Roma integration measures for both communities.

The following types of activities will not be funded by the Commission:

- Activities supporting individual political parties;
- Provision of financial support to third parties;
- Legal actions before national or international courts regardless of their grounds or objectives;
- This call focuses on national activities and transnational activities are not supported (e.g. travel costs abroad are not supported).

3. Budget available

The indicative available budget under this call for proposals is EUR 1.755.000.

Each NRCP can submit only one application. The amount requested cannot be **higher than EUR 65.000**.

The Commission reserves the right not to award all available funds if the quality of the projects is low.

4. EVALUATION PROCEDURE

All applications are subject to an evaluation process involving five sets of requirements and criteria. Firstly, the evaluators will check whether the submission complies with all the formal requirements (admissibility, exclusion and eligibility criteria). If the submission is rejected at this stage, the applicant will receive a letter from the Commission stating the reasons for the rejection. If an application is admissible and eligible, it will be accepted for further assessment and the applicant will not receive any information at this stage.

Applications that successfully pass this first stage will be subject to the verification of operational and financial capacity (selection criteria), and they will be evaluated on the basis of the award criteria mentioned in the call. For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether the organisations have enough financial, human and operational resources to carry out the activities described in *Annex 1- Project Description and Implementation Form*. For the evaluation of the award criteria the evaluators will assess the proposals on their merits against the award criteria, giving points to each proposal.

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts. The submitted proposals will be evaluated solely on the basis of the criteria outlined below.

4.1. Admissibility Requirements

To be admissible, applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission referred to in section 8.
- (b) Applications must be submitted using the online application tool of Directorate-General Justice (PRIAMOS).
- (c) Applications must be submitted using the standard PRIAMOS Grant Application Form. They must include all the mandatory information and be accompanied by all the compulsory documents and annexes requested under section 7.3 of this call for proposals.

4.2. Eligibility Criteria

To be eligible, applications must fulfil all of the following criteria.

4.2.1. Eligibility of the applicant⁷

Applications must be submitted by the public organisations officially appointed as NRCP in the EU Member States. The list of NRCPs is available in Annex I of this call for proposals. Should an EU Member State change the NRCP before the deadline of the call, the new one would be eligible.

Since there is no Roma population in Malta, this call for proposals does not concern Malta.

Officially appointed NRCPs interested in submitting applications are strongly advised to study the detailed terms and conditions set out in this call for proposals and in the Guide for Action Grants 2015 published together with this call.

Please note, however, that the Guide for Action Grants 2015 is a general guide for all calls in the Rights, Equality and Citizenship Programme, and therefore not all provisions mentioned in the guide are applicable in this call.

4.2.2. Eligibility of the application

The EU grant applied for cannot be higher than EUR 65.000.

4.3. Exclusion Criteria

4.3.1. Exclusion from participation

Applicants will be excluded from participating in this call for proposals if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business

– ⁷ This call for proposals does not concern Iceland and Liechtenstein as they are not participating in the EU framework for National Roma Integration Strategies.

activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Financial Regulation)⁸.

4.3.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 4.3.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

4.4. Selection criteria

4.4.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding.

⁸ OJ L298, 26.10.2012, p.1.

Financial capacity shall not be verified for public bodies.

4.4.2. Operational capacity

The applicant must have sufficient operational and professional capacities to implement the activities for which co-funding is requested.

For this purpose the applicant must present CVs of key staff involved in the project (employed by the applicant), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. Involvement of Roma, including youth and women, is strongly encouraged.

Applicants may not be awarded a grant if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

4.5. Award criteria

The award criteria aim to ensure the selection of projects with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Applications will be assessed against the following criteria:

(a) Relevance to the priorities of the call (10 points):

Relevance of the action and its objectives to the priorities of the call for proposals, as described under section 2 of this call notice, relevance of the issues addressed by the project, contribution of the proposal to the priorities, and complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes.

(b) Quality of the proposed action (40 points):

Quality shall be assessed in terms of the proposed methodology for implementing the activities; the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities.

The evaluation of the project's quality will also assess the strategy for monitoring the project implementation and the identification of risks and the measures to mitigate them; the proposed evaluation, including measures to assess the success of the activities and the indicators to be used; the identification of ethical issues and the proposed action to address them.

(c) European added value of the project (10 points):

The European added value of the project shall be assessed in the light of criteria such as its contribution to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it. Also, the way how the

proposal addresses reporting aspects of the implementation of the National Roma Integration Strategy to the Commission will be assessed under this criterion.

(d) Expected results, dissemination, sustainability and long-term impact (20 points):

How appropriate are the expected results to achieve the objectives of the action⁹? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

(e) Cost-effectiveness (20 points):

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the partnership. Appropriateness of management and coordination costs.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available.

Proposals not attaining an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.

Once the evaluation procedure is completed, the Commission will adopt a formal award decision indicating the selected and the rejected proposals and publish it on DG Justice's Website. Please note that the award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a Grant Agreement in writing. Applicants whose applications are rejected will receive a letter from the Commission stating the reasons for the rejection.

After the award decision has been adopted, the Commission will prepare the Grant Agreements for the selected applications (including dialogue with the applicant concerning any necessary technical and financial adjustments).

5. ADMINISTRATIVE AND FINANCIAL PROVISIONS

5.1. Number of applications and grants per applicant

Only one application per Member State will be accepted.

Several applications for the same project

Only one application will be accepted and evaluated for **any given project**. If the applicant submits more than one version of the application package or of documents contained therein under the same application number, only the latest version submitted

⁹ To be distinguished from outputs which are produced with the resources allocated to the proposed action, e.g. training courses, conferences, leaflets.

will be taken into consideration for the evaluation. In case there are several applications for the same project with different application numbers, the applicant will be asked to clarify which application shall be evaluated.

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

5.2. Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. (See section 8 - Timetable). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement.

Starting the project before the signature of the Grant Agreement will be accepted where the applicant can demonstrate the need to start the action before the Grant Agreement is signed.

The initial duration of the projects should **not exceed 12 months**.

5.3. Financial provisions

The funding under this call is based on the co-financing principle: the grant cannot constitute more than 95% of overall eligible project costs. The beneficiaries should ensure that the outstanding balance is covered from sources other than the EU budget (own resources of beneficiaries, contributions by donors, income generated by the project). The project budget must have revenue and expenditure in balance.

Staff costs

The proposal may include staff costs up to 40% of the total eligible project costs.

These staff costs should only be incurred for the recruitment of one/or more persons to work exclusively on the development and the work relevant to the National Roma Platforms.

Moreover, the recruitment of Roma people, including Roma youth and women for this position is strongly encouraged.

Please note, that the costs related to professional facilitators cannot be considered as statutory staff costs, but as eligible other costs.

Contributions in kind

Contributions in kind mean the provision of goods or services to a beneficiary (ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a beneficiary (ies) they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the platform as proposed includes contributions in kind, the contributions have to be made.

Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. More details are provided in the Guide for Action Grants.

Sub-contracting and implementing contracts

If the beneficiaries have to conclude contracts with third parties in order to carry out a limited part of the activities, they shall justify this working method in the *Annex 1 - Project Description and Implementation Form* and duly respect the rules set out in the Guide for Action Grants, in the section on award of contracts. **As a general rule, subcontracting shall be limited to 30% of the total eligible costs. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.**

Estimated budget

Before signature of a grant agreement, the estimated budget submitted by the applicant is subject to a review. If problems such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs are identified, the Commission may request clarifications and/or may impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

If the amount of the grant is lower than the amount requested, it is the responsibility of the beneficiaries to find the additional amount required to cover its co-financing share or to reduce the total cost of the project.

Grant Agreement

Grants awarded shall be governed by a written agreement. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

The Grant agreement template is published on the webpage of the call for proposals.

VAT

Please note that new rules concerning eligibility of VAT entered into force on 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Action Grants for more detailed information.

6. KICK-OFF MEETING & DISSEMINATION ACTIVITIES

6.1. Kick-off meeting

The Commission intends to organise a one-day "kick-off" meeting in Brussels for successful applicants. The meeting will focus on project management, administrative and financial aspects as well as reporting obligations.

If necessary, applicants should include return travel to Brussels and subsistence costs for up to two representatives in their estimated project budget. A single overnight stay should be sufficient in most cases.

The meeting should be attended preferably by the project coordinator and the financial coordinator.

7. PROCEDURE FOR SUBMISSION OF PROPOSALS

7.1. Procedure for submission of applications

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

Applicants first need to register and obtain a login and password to access the system. This should be done as soon as a decision is taken to participate in this call.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

Information and guidance on how to register and submit an application via PRIAMOS can be found on the following website:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The Grant Application Form and its annexes may not be modified after the deadline for submission. The functions allowing the downloading of blank Grant Application Forms and the uploading of completed Application packages will be disabled at the deadline. However, applicants will be able to access the application they submitted at any time after the deadline.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable not to wait until the last moment to register on the system and submit an application. Applicants are advised to verify that their registration details in PRIAMOS are up-to-date. Contact details are uploaded directly into the application form and, in case of a successful application, used when preparing the grant agreement.

No extension of the deadline will be granted. No application will be accepted if the upload of the application package fails due to reasons which are beyond the Commission's control.

7.2. Grant Application Form

The Applicant will be able to download the specific **Grant Application Form** mandatory for this call once it has registered in PRIAMOS.

IMPORTANT NOTE:

Applicants should select the Grant Application Form that is relevant to the call for proposals under which they want to apply.

The reference in PRIAMOS for this call for proposals is:

JUST/2015/RDIS/AG/NRP2

If an application form is void of data other than that downloaded automatically from the registration details held in PRIAMOS, it shall be considered that no application has been made.

By submitting the Grant Application Form, applicants electronically sign declarations on their honour certifying that they are not in one of the situations referred to in Articles 106(1) and 107 to 109 of the Financial Regulation applicable to the general budget of the Union, that they fulfil the eligibility criteria and that they have the required the financial and operational capacity to carry out the proposed activities.

7.3. List of required annexes

The mandatory templates for *Annex 1- Project Description and Implementation Form and Annex 2 – Budget* will be available in PRIAMOS as attachments to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes.

The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All the annexes must be attached to the Grant Application Form. An application is considered complete only if all the necessary annexes have been provided. If no annex is provided, the application will be rejected right away.

ANNEXES	
Annex 1. Project Description and Implementation Form	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>The template must be uploaded in the original Word format and should not be scanned before it is attached to the Grant Application Form.</p>
Annex 2. Budget Form	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>The budget figures contained in the <i>Budget Form</i> must match those indicated in the <i>Grant Application Form</i>.</p> <p>The template must be uploaded in the original Excel format and should not be scanned before it is attached to the Grant Application Form.</p>

Annex 3. Curriculum vitae	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format¹⁰; however, organisations are free to submit these CVs in any other format. CVs should preferably be grouped in one file, rather than uploaded individually.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1.</p> <p>In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.</p>
--	--

Additional information and documents may be requested from applicants.

8. DEADLINE AND TIMETABLE

<p>The deadline for submitting proposals via the PRIAMOS system is 17 December 2015, 12:00 (noon) Central European Time</p>

The indicative timetable for the various stages of the procedure is:

	Stages	Timing
1	Publication of the call	13.11.2015
2	Deadline for submitting applications	17 December 2015, 12:00 (noon) CET
3	Information to all applicants on the results of the selection procedure	February-March 2016
4	Signature of grant agreements	April 2016

9. CONTACTS AND FURTHER INFORMATION

The call's website:

http://ec.europa.eu/justice/grants1/open-calls/index_en.htm

Information regarding the electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions may be sent by e-mail to the following functional email address.

¹⁰ The EUROPASS CV template can be downloaded at:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

EC-REC-CALLS@ec.europa.eu

To ensure an efficient handling of any enquiry please indicate clearly the reference of this call.

Questions will be answered as soon as possible. **Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to.**

Applicants are advised to consult the call's website regularly. The Commission will publish at this website any additional information relevant to the call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

In accordance with the principle of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an Applicant, a Partner or an action or on the outcome of the call before the official publication of the results.

The Commission may contact the Applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form, and may request an answer within a short deadline. **Please make sure that the e-mail address in the Grant Application Form is correct and regularly checked.**

10. DATA PROTECTION

The submission of an application under this call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

11. PUBLICITY BY THE COMMISSION

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the Beneficiaries;
- address of the Beneficiaries;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by a 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 beneficiary.

12. MONITORING AND EVALUATION OF THE ACTIVITIES

12.1. Dissemination strategy and communication tools

Adequate communication and active dissemination of results is essential in ensuring the EU added value of the project and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships.

The proposal should provide in Part B a clear description of the dissemination and communication activities to be funded, including at least the following elements:

- **Communication needs and objectives:** What are the communication needs and objectives of the project?
- **Target groups and multipliers:** What are the target groups? Which stakeholders or other organisations could possibly be supporters and multipliers of the communication activities?
- **Key messages:** Which messages will the activities convey in order to meet the communication objectives? It is essential that the messages do not stigmatise any specific group (for example ethnic minorities). It is also encouraged not to reproduce or spread gender stereotypes.
- **Distribution channels/tools:** Which channels/tools will be used to convey the messages to the target groups and multipliers?

At final report stage, the beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how stakeholders and multipliers have been involved in the project.

12.2. Monitoring and evaluation of the activities

A monitoring strategy is to be established for a continued and informed steering of project implementation. The monitoring strategy aims to ensure that the project is implemented as planned, and that potential risks don't materialise or are appropriately addressed. It is therefore also important to identify potential risks and measures to mitigate them when planning the project.

Moreover, every project should provide for an evaluation, ideally by somebody who is not implementing the project. The application should indicate:

- How the project activities, the outputs and the results shall be evaluated, and by whom;
- The list of quantitative and qualitative indicators that will be used to measure the reach and coverage of the project activities and project results;
- What data will be collected, according to what method and at what moments, including feedback from project participants (satisfaction surveys, evaluation forms, etc);
- How findings will be analysed and reported and how they will be used.

ANNEX I

NATIONAL CONTACT POINTS FOR THE IMPLEMENTATION OF NATIONAL ROMA INTEGRATION STRATEGIES

(The information in this table is subject to nominations of National Roma Contact Points and may change)

 BE	Inter-Ministerial Working Group on Roma Inclusion, State Secretary for Social Integration, Federal Public Programming Service for Social Integration http://bit.ly/1HTV1qN
 BG	Administration of the Council of Ministers Secretariat of the National Council for Cooperation on Ethnic and Integration Issues http://www.nccedi.government.bg/index.php
 CZ	Office of the Government Council for Roma Minority Affairs and Secretariat of the Government Council for National Minorities http://bit.ly/1QNsQxT
 DA	Ministry of Children, Gender Equality, Integration and Social Affairs http://english.sm.dk/en/
 DE	Federal Ministry of the Interior of the Federal Republic Germany Division III4 - National Minorities and Regional Languages in Germany; European Policy on Minorities www.bmi.bund.de
 EE	Estonian Ministry of Culture http://www.kul.ee/en
 IE	Department of Justice and Equality Traveller Policy Division http://www.inis.gov.ie/en/JELR/Pages/Traveller_Policy_Division
 GR	National Center for Social Solidarity (E.K.K.A.) Ministry of Labour, Social Security and Welfare www.ekka.org.gr
 ES	Ministry of Health, Social Services and Equality http://www.msssi.gob.es/en/
 FR	Délégation Interministérielle à l'Hébergement et à l'Accès au Logement (DIHAL) http://www.territoires.gouv.fr
 HR	Government Office for Human Rights and Rights of National Minorities http://www.uljppnm.vlada.hr/
 IT	National Office Against Racial Discriminations http://www.unar.it
 CY	Ministry of Labour, Welfare and Social Insurance www.mlsi.gov.cy Cyprus Social Welfare Services www.mlsi.gov.cy/sws
 LV	Ministry of Culture Division for Society Integration and Development of Civil Society http://www.km.gov.lv/en/

 LT	Ministry of Culture Division of national minority issues www.lrkmlt.lt National Roma strategy webpage
 LU	Ministry of family, integration and the great region Reception and Integration Agency http://www.mfi.public.lu/index.html or http://www.olai.public.lu/en/index.html
 HU	Ministry of Human Capacities http://www.kormany.hu/en/ministry-of-human-resources State Secretariat for Social inclusion (National Roma strategy) http://romagov.kormany.hu/strategiai-dokumentumok
 MT	Ministry for Social Dialogue, Consumer Affairs and Civil Liberties http://socialdialogue.gov.mt
 NL	Ministry for Social Affairs and Employment http://www.government.nl/ministries/szw
 AT	Ministry for Arts and Culture, Constitution and Media https://www.bka.gv.at/site/6602/default.aspx
 PL	Ministry of Administration and Digitization https://mac.gov.pl/en/the-areas-of-our-activity
 PT	High Commission for Immigration and Intercultural Dialogue http://www.acidi.gov.pt/
 RO	Ministry of European Funds of Romania Directorate General for Analysis, Programming and Evaluation http://www.fonduri-ue.ro/
 SI	Government of the Republic of Slovenia Office for National Minorities http://www.un.gov.si/en/minorities/romska_skupnost/
 SK	Ministry of the Interior Office of the Plenipotentiary of the Slovak Republic for Roma Communities http://www.minv.sk/?romske-komunity-uvod
 FI	Ministry of Social Affairs and Health Department for Promotion of Welfare and Health http://www.stm.fi/en/frontpage
 SE	Ministry of Culture Division for Discrimination Issues http://www.regeringen.se/sb/d/8371
 UK	Department for Communities and Local Government Integration Division http://www.communities.gov.uk