

CALL FOR PROPOSALS
Ref. GP/D/ReferNet/001/06

European Network of Reference and Expertise in VET
ReferNet 2006-2007

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TERMINOLOGY AND DEFINITIONS

“Consortium”: network of key organisations involved in VET issues, lead by a coordinating body, whose main aim is to improve national cooperation in collecting information and thematic analyses.

“Coordinator”: national consortium coordinating body. The coordinator is the organisation responsible for submitting the proposal and to sign any eventual grant agreement with Cedefop. The coordinator must fulfill the eligibility criteria of this call for proposals. The coordinator is responsible for the design and implementation of the proposal and is considered as the primary beneficiary of any subsequent grant award.

“Co-beneficiaries”: are the proposed network partners/consortium members.

“Proposal”: to be admissible, the proposal must have identifiable, coherent and measurable activities. The proposal must cover reporting and analysing information on VET systems and developments, research activities, documentary activities, dissemination and promotion activities.

“ReferNet”: European Network of Reference and Expertise in the field of Vocational Education and Training. National consortia (see “Consortium” above) compose the European network.

1. INTRODUCTION/BACKGROUND

1.1. European Centre for the Development of Vocational Training

The European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union. Created in 1975, with a tripartite Governing Board, it provides services for the European Commission, the European Union Member States and the social partners as well as for the associated countries of Iceland and Norway. The candidate countries are also associated with its activities.

As the European Union's reference centre for vocational education and training (VET), Cedefop provides policy-makers, researchers and practitioners with information to promote a clearer understanding of developments and so enable them to take informed decisions on future action. Cedefop assists the European Commission in encouraging, at Community level, the promotion and development of VET.

The main tasks of Cedefop as defined in its founding Regulation are to:

- compile selected documentation and analysis of data;
- contribute to the development and coordination of research;
- exploit and disseminate useful information;
- encourage and support a concerted approach to vocational training development issues;
- provide a forum for a wide and diverse audience.

Cedefop's medium-term priorities (MTPs) for 2006 to 2008 concentrate on the priorities set out in the Maastricht communiqué, which has been agreed by 32 European countries, the European Commission and the European social partners:

- (1) 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
- (2) achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
- (3) linking VET with the knowledge economy's requirements for a highly skilled workforce and especially, because of the strong impact of demographic change, the upgrading and competence development of older workers;
- (4) addressing the needs of the low-skilled (about 75 million people aged between 25 and 64 in the EU) and disadvantaged groups so as to achieve social cohesion and increase labour market participation.'

1.2. European Network of Reference and Expertise: ReferNet

ReferNet is a network of national consortia representing key VET organisations, lead by a coordinating body, whose main aim is to improve national cooperation in collecting information and thematic analyses.

The role played by the network of reference and expertise in the field of vocational education and training is twofold:

- at Member State level, each ReferNet National consortium has been widely recognised as a 'unique platform' of key organisations involved in VET issues, where public organisations, social partners and VET researchers can discuss and exchange information on regional issues and sectoral approaches.
- at European level, the activities of this specific network, which comprises all three main categories of VET actors (public bodies, social partners and researchers) fits in perfectly with the Copenhagen process by raising the visibility and profile of VET, facilitating a better understanding of VET in the European Information Society and monitoring VET developments (e.g. the Maastricht study led by QCA, biannual reports to DG VT, three times per year articles in *Cedefop Info*, etc.);

At national level, a future role of ReferNet National Consortia will be to improve coordination of activities under the various EU programmes in the field and their related networks. ReferNet consortia meetings are unique opportunities for the national agencies EU networks not only to meet but to share and coordinate their work. Normally the following networks are represented in ReferNet consortia: Study visit programme, TTNNet, Cedra, Leonardo da Vinci, Socrates, Eurydice, Europass, Euroguidance, etc.

At European level, ReferNet is expected to support the follow-up and monitoring of the Copenhagen process, in particular through the provision of relevant data to the biannual review of the process.

1.3. General information on VET

In 2000 the Lisbon European Council set the goal for the EU to become ***the most competitive and dynamic knowledge-based economy in the world***. Education and training, and thus vocational education and training (VET), is key to achieve this goal. Hence, the European Council called for education and training systems in Europe to become ***a world reference for quality by 2010*** (Barcelona, 2002). They agreed on a common work programme - Education and Training 2010 which also requires developing coherent and comprehensive life long learning strategies in the Member States.

The relevant follow-up documents are available on the Education & Training 2010 website:

- http://europa.eu.int/comm/education/policies/2010/et_2010_en.html

The documents most relevant to VET are:

- European Commission. *Declaration of the European ministers of vocational education and training, and the European Commission, convened in Copenhagen on 29 and 30 November 2002, on enhanced European cooperation in vocational education and training: "The Copenhagen Declaration"*, November 2002.
http://europa.eu.int/comm/education/copenhagen/copenhagen_declaration_en.pdf
- *The Maastricht Communiqué on the future priorities of enhanced cooperation in vocational education and training (VET)*, December 2004.
http://europa.eu.int/comm/education/news/ip/docs/maastricht_com_en.pdf
- European Commission. *European benchmarks in education and training: follow-up to the Lisbon European Council*, November 2002. (COM (2002) 629 final).
http://europa.eu.int/eur-lex/en/com/cnc/2002/com2002_0629en01.pdf

- Council of the European Union. *Education and Training 2010: the success of the Lisbon strategy hinges on urgent reforms: joint interim report of the Council and the Commission on the implementation of the detailed work programme on the follow-up of the objectives of education and training systems in Europe*. Brussels, March 2004.
http://europa.eu.int/comm/education/policies/2010/doc/jir_council_final.pdf.
- European Commission. *Modernising education and training: a vital contribution to prosperity and social cohesion in Europe: draft 2006 joint progress report of the Council and the Commission on the implementation of the "Education & Training 2010 work programme"*. Brussels, November 2005. (COM (2005) 549 final).
http://europa.eu.int/comm/education/policies/2010/doc/progressreport06_en.pdf.
- European Commission. *Annex to the Communication: Modernising education and training: a vital contribution to prosperity and social cohesion in Europe: draft 2006 joint progress report of the Council and the Commission on the implementation of the "Education & Training 2010 work programme"*. Brussels, November 2005 (SEC(2005) 415). <http://www.europa.eu.int/comm/education/policies/2010/doc/report06staff.pdf>
- European Commission. *Progress towards the Lisbon Objectives in Education and Training: 2005 Report*. Brussels, March 2003. (SEC (2005) 419)
<http://europa.eu.int/comm/education/policies/2010/doc/progressreport05.pdf>

The Copenhagen Declaration underlines VET's active role in developing lifelong learning policies and supplying the highly skilled workforce necessary to reach the Lisbon goals and identifies four priorities for enhanced cooperation in VET across Europe. Known as the Copenhagen process, this initiative has helped VET actors in Europe to compare their policies, identify common priorities and agree on common principles, frameworks and measures to improve transparency and recognition of competences and qualifications, information and guidance services and the quality of VET, and thus support mobility of trainees and workers.

In the overall context of the Copenhagen process, VET is understood as initial and continuing vocational education and training within the framework of lifelong learning. It encompasses educational, labour market and social policy measures.

2. OBJECTIVES AND REQUIREMENTS

2.1. General objective

The objective of this call is to award a grant to one organisation (national consortium coordinator) in each of the 25 EU Member States, Norway and Iceland to lead and coordinate a representative consortium of key organisations in the field of VET in their country and carry out, with them, a number of activities identified in this document: reporting and analysing information on VET systems and developments, research activities, documentary activities, dissemination and promotion activities.

The main objective of ReferNet is to provide Cedefop with a structured and decentralised system for collecting validated data and information on vocational education and training and related issues and support Cedefop's efforts to disseminate it at European and national level. The information must be collected following a methodology and a consultation among members of the consortium.

More information on ReferNet and activities covered by the network are available in Cedefop's Medium-Terms Priorities and Annual Work Programmes. Documents can be retrieved from Cedefop website at the following address: http://www.cedefop.eu.int/current_act.asp

Requirements

Applicants will need to demonstrate that they are able to perform all the activities detailed below:

- a) reporting and analysing vocational education and training issues;
- b) research projects and activities at national and/or trans-national levels;
- c) collection of information on vocational education and training, for example, documentary and bibliographical references and statistical information;
- d) dissemination and promotion activities.

2.2. Reporting and analysing information on VET systems and developments

This consists of providing Cedefop with regular up-to-date descriptive information providing a general thematic overview of the vocational education and training system as well as reporting on developments.

2.2.1. Reporting on vocational education and training: Descriptions of Member States' systems (Thematic Overview) and Detailed reports on and analysis of specific themes (Detailed Thematic Analyses)

Rationale

One of Cedefop's core tasks is to report on EU national VET systems. It does this in a number of ways through periodicals and hard copy publications on research and policy. For descriptive information, Cedefop has a database to store information submitted by each Member State (plus Norway and Iceland). The database is called eKnowVet and classifies information according to key VET-related themes. National VET consortia representing different VET actors and with access to a wide variety of nationally-related information are best placed to provide input to the eKnowVet database. eKnowVet should be a key reference tool for researchers and policy makers seeking national and cross-national VET information.

Background

eKnowVet is thematically structured according to seven themes (adjustments may be made to these themes):

Theme 1:	Initial vocational education and training
Theme 2:	Continuing vocational education and training
Theme 3:	Training VET teachers and trainers
Theme 4:	Skills and competence development and innovative pedagogy
Theme 5:	Accumulating, transferring and validating learning
Theme 6:	Guidance and counselling for learning, career and employment
Theme 7:	Financing: investment in human resources

eKnowVet comprises three products:

- Thematic overviews (national overview of all themes);
- Detailed thematic analyses (in-depth description of national systems for each theme);
- Comparative presentation (a cross-country summary presentation for each theme based on the information submitted in the detailed thematic analyses).

This information is published on the European Training Village¹ and is viewable by country (across themes) or by theme (across countries). This information can be consulted at http://www.trainingvillage.gr/etv/Information_resources/NationalVet/.

Hard copy short descriptions of the VET system, mainly based on the national thematic overviews, are also published for the EU Presidency countries in three languages.

Activities to be performed by the *coordinator*

The *coordinator* will provide the following inputs, on an annual basis, using the eKnowVet interface as a submission tool and following the detailed descriptions provided by Cedefop of the information required:

- One thematic overview (a revised and updated version should be submitted annually);
- One detailed thematic analysis as decided by Cedefop.

In addition, the *coordinator* will confirm and validate as necessary, national summaries and synthesis information prepared on the basis of its detailed thematic analyses.

In completing this work, the *coordinator* must:

- input and submit work to the eKnowVet database through the interface available through the ReferNet extranet;
- submit all work in English;
- validate the information it inputs;
- undertake to revise the description according to both language and content requirements and ensure that the information is readable, succinct and understandable (especially to a non-national reader);
- follow the templates and the information requirements from Cedefop.

Countries holding the EU Presidency must also provide VET short descriptions drafted on the basis of the thematic overviews and following the Cedefop requirements for this hard-copy publication series. They will be published in three languages.

2.2.2. Information on developments and new initiatives

Rationale

National consortia represent different VET sectors and stakeholders with access to a wide variety of information on policy developments and initiatives at local, regional and national level. They are therefore in a position to select contributions that are worth disseminating and of interest to a European audience and to monitor the developments bearing in mind the Copenhagen process at national level.

Targeted at different audiences, Cedefop uses a variety of means to report on VET developments and new initiatives in the EU Member States:

- 1) reports to inform the director generals of VET on current issues relating to vocational education and training and human capital development within the Lisbon framework, recent VET policies and initiatives in EU Member States and the latest available statistics. For these reports, Cedefop draws on in-house activities, resources and input from the Member States;

¹ European Training Village also referred to as ETV

- 2) the information newsletter Cedefop Info.

Background

Cedefop prepares reports on recent VET developments for the meetings of the Directors General for Vocational Training (DGVET meetings) which are normally organised twice a year (March and October) by the Commission in cooperation with the presidency country. These reports (approx. 20 pages) are published in English, French and German. The deadlines for submission of contributions from the Member States depend on the timing of the DGVET meetings. Cedefop attempts, however, to align these deadlines with those for Cedefop Info. In terms of content, Cedefop will draw on articles submitted for Cedefop Info where possible and on information specifically submitted for the DGVET reports.

Cedefop Info is a newsletter providing information on developments in vocational education and training in Europe. It is published at least three times a year, in English, French and German, in hard copy (mailed to subscribers) and available online in electronic format. The focus of the newsletter is on policy developments and on activities in the field, especially those with a European or international character and/or social partner involvement.

Activities to be performed by the *coordinator*

To enable Cedefop to make its report on recent developments in Member States to the Directors-General for Vocational Training, the *coordinator* will provide twice a year concise information on recent developments in vocational education and training policy, including the description of new initiatives and the latest available statistics. This will be submitted in a form and language agreed with Cedefop.

The *coordinator* will send Cedefop short articles on specific subjects for inclusion in every issue of Cedefop Info. Articles should be provided electronically in English, French or German. Cedefop welcomes any visual material (graphs, logos, photos, etc.) to complement the articles.

2.3. Research

Rationale

An important task of Cedefop is to support cooperation between research institutions across Europe in carrying out research and sharing the results of European and national research. ReferNet contributes to this task through supporting the implementation of the European Research Overview (ERO) and advising/assisting Cedefop in carrying out its other research activities. The overall goal of ERO is to contribute to building a community of European researchers in vocational education and training (VET) and human resource development (HRD). ERO facilitates the exchange of knowledge and information for the research community and for policy makers and practitioners. ERO also promotes close collaboration with European research networks, research bodies and actors and encourages the creation of (or further development of already existing) national research networks.

Background

ERO has its origins within the Cedefop Research Arena (Cedra) but subsequently became a self-standing project collaborating closely with ReferNet. ERO is operationalised through cooperative partnerships between the research department within Cedefop (Area A), ReferNet and other research networks, bodies and actors.

ERO has the following four activity fields:

1. ERO Base – data base of persons, projects and papers

2. ERO National Research Reports – summaries of national research activities
3. ERO Call – mailing list for researchers
4. ERO MAP – **M**onitoring, **A**nalysing and **P**romoting European research

ERO Base is an on-line data base providing information on *persons* (experts/researchers), *projects* (EU and national), and *papers*.

The persons section (*Directory of Experts*) provides information on and contact addresses of researchers and other experts. The projects section (*Project Base*) provides information on current European and national projects. The papers section (*Paper Base*) provides abstracts and attached files of relevant papers and reports.

ERO National Research Reports (ENRRs) provide an overview of research taking place within a country. These are updated on a yearly basis.

ERO Call is a mailing list (with over 400 members) that enables researchers and other subscribers to exchange information and/or collaborate with each other.

ERO MAP (**M**onitoring, **A**nalysing and **P**romoting) provides European overviews and commentaries on current research, based on the ERO National Research Reports and other sources.

Activities to be performed by the coordinator

The *coordinator* will assist Cedefop to implement the four activities of the European Research Overview and will support Cedefop's other research activities.

More specifically the coordinator is requested to complete the following tasks:

2.3.1. Maintain ERO Base at national level

The *coordinator* will be responsible for the maintenance of the 'ERO Base' in its country. This will entail the provision of up-to-date and comprehensive data/information/records regarding the three parts of ERO Base – the Directory of Experts, the Project Base and the Paper Base. The information is to be provided 'on-line' in accordance with the ERO Base template.

Providing this information will require:

- a) processing (or treating) the research data acquired in line with technical, documentary and research specifications, parameters and templates specified or provided by Cedefop;
- b) liaising with the 'European moderator of ERO' and other agencies or researchers working with Cedefop on ERO to ensure the implementation and development of the ERO Base.

The *coordinator* will nominate a special person to carry out the above tasks. This person who shall be called the National ERO Base Administrator (NEA) will be given rights to insert or delete ERO Base records.

2.3.2. *ERO National Research reports (ENRR)*

The *coordinator* will submit an up-to-date yearly ENRR report in English and optionally in the country Official Language (see 2.6 Working Language), providing a summary and analytical account of research developments (research priorities, government policy documents, new research projects, publications, papers etc.) dealing with national, European and international research (e.g. ILO, OECD) taking place in the country.

This report will be completed in accordance with the template provided by Cedefop.

2.3.3. *Support Cedefop in promoting the ERO Call*

From time to time the coordinator will assist Cedefop in promoting and updating the ERO Call mailing list.

2.3.4. *Support Cedefop in implementing the ERO MAP*

The *coordinator* will support Cedefop in addressing the objectives of ERO MAP (**M**onitoring, **A**nalysing and **P**romoting European research).

From time to time, this will entail liaising with Cedefop to provide information or advice and in certain circumstances will involve participation in national or European research promotion events, network activities, conferences, information and publicity events related to research.

2.3.5. *Support Cedefop's other research activities*

From time to time the *coordinator* will support Cedefop in:

- a) providing it with a list of research agencies or individual researchers, capable of carrying out European-related research on identified research topics;
- b) promoting collaboration between researchers from national agencies to work on research themes identified by, or of interest to, the work of Cedefop and/or the EU.
- c) facilitating cooperation with national research institutes to provide input for *Cedefop's Research Reports*;
- d) disseminating the results of Cedefop's research.

2.4. **Documentary activities**

Rationale

The documentary activities aim at compiling selected documentation and providing relevant, complete and up to date information on VET at EU, international and national levels. This mission of Cedefop is to be found in the Council Regulation establishing a European Centre for the Development of Vocational Training ⁽¹⁾: 'The main tasks of the Centre shall be: to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure'.

Background

¹ Article 2 (2) of Council Regulation (EEC) No 337/75 of 10 February 1975.

Cedefop has been relying on a decentralised networked system for the collection of documentary information since 1987 (*Documentary Information network*). In 2002, the decision was taken to reorganise Cedefop's existing collection system into a new coordinated system of national consortia (*ReferNet*).

Cedefop offers a wide range of information services. These include:

- [VET-Bib](#)¹, an online bibliographical database containing over 47.000 bibliographical records of printed and electronic material. A large part of the referenced documents are available in Cedefop's Library (22.000 items), other material is available in ReferNet libraries and institutions. The full text of over 4.000 key publications can be accessed online via [VET-eLib](#)²; over 7.000 websites and online databases are described in [VET-iR](#)³; and [VET-ePer](#)⁴ provides descriptions of electronic periodicals;
- predefined thematic bibliographies ([search strategies](#)) on selected topics in the field of VET, developed by Cedefop information specialists in cooperation with ReferNet: sectoral qualifications, e-learning, early identification of skill needs, etc.;
- an online database of key/core organisations in the VET field ([VET-Instit](#)⁵) at
 - national level (consortium members, Ministerial Departments, Representative organisations of regional/local policy & authorities, Employers organisations, Trade Unions, Professional / sectoral bodies);
 - European and International levels (organisations of employers, sectoral bodies, international bodies (eg. ILO, OECD), trade unions, NGO, professional associations);
- up-to-date information on the most recent events and issues in the field of vocational training ([ETV News](#));
- an awareness service ([ETV newsletter](#)) distributed monthly by Cedefop featuring information on vocational training issues at European level, including latest Community legislation and policy, calls for proposals, e-documents, web sites, news, forthcoming events, what's new at ETV and recent Cedefop publications;
- a [list of new acquisitions](#) published monthly to inform VET specialists about publications and documents acquired or received by the Library and Documentation Services of Cedefop.

More information is available on Cedefop corporate website at the following address: <http://www.cedefop.eu.int/library.asp>.

Activities to be performed by the coordinator

¹ VET-Bib: Vocational Education and Training bibliographical database

² VET-eLib: Vocational Education and Training electronic Library

³ VET-iR: Vocational Education and Training internet Resources database

⁴ VET-ePer: Vocational Education and Training electronic periodicals

⁵ VET-Instit: Vocational Education and Training key organisations

2.4.1. *Developing the VET-Bib bibliographical database, including VET-eLib and VET-iR*

Each national consortium will contribute to the development and maintenance of Cedefop's bibliographical database. To do this the *coordinator* will provide Cedefop with monthly indexations of the following material in the area of vocational education and training:

- a) books and other published material such as legislation, regulations, standards, official reports, conference proceedings, etc.;
- b) unpublished but available material (grey literature);
- c) articles appearing in periodicals and specialist journals;
- d) audiovisual materials (especially learning tools);
- e) electronic documents (published on CD-ROM, floppy disks, the Internet, etc.)
- f) Internet resources, such as websites, online databases, online directories, etc.

The monthly indexation will comprise on average at least [25-30]¹ [15-20]² [5-10]³ records. In special circumstances e.g. a Member State holding the EU Presidency, this figure could be surpassed significantly.

The indexations will follow precisely the format, standards and rules proposed by Cedefop and explained in the Cedefop cataloguing manual. The indexations will be described using descriptors from the European Training Thesaurus and an English abstract will be provided for each indexation. All indexations will be submitted electronically according to the procedures laid down by Cedefop.

For each of the indexed items the *coordinator* will provide:

- a) a copy of the most relevant documents, legislation and journal articles. Electronic versions of documents meeting the copyright criteria for dissemination in the VET-eLib 'digital library', will also be provided;
- b) a short summary (abstract) of each document will be provided in English and may also be provided additionally in [Country Official Language];
- c) bibliographical references listed in order of importance for use in Cedefop publications and/or periodicals.

2.4.2. *Updating of the database on key/core vocational training organisations VET-Instit*

The *coordinator* will ensure that national records in Cedefop's VET-Instit database of key/core organisations are comprehensive and up to date.

The national key VET organisations have to be selected from the following categories of organisations:

- a) ReferNet members;
- b) Ministerial departments;

¹ France, Germany, Italy, Poland, Spain, United Kingdom

² Austria, Belgium, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, the Netherlands, Portugal, Slovak Republic, Sweden and Norway

³ Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland

- c) Representative organisations of regional / local policy & authorities;
- d) Employers organisations;
- e) Trade unions;
- f) Professional / sectoral bodies;
- g) EU initiatives / programmes / networks (national level).

At least, twice a year the *coordinator* will check all data relating to its country to improve and update the database with VET key/core organisations at national level.

2.4.3. Question/reply function

The *coordinator* will reply to specific questions put to it from or through Cedefop, by supplying documentation, bibliographical and statistical data and useful addresses. Appropriate submission and monitoring tool will be put at the disposal of ReferNet members by Cedefop.

2.4.4. Thesaurus

The *coordinator* will assist Cedefop in developing and updating the European Training Thesaurus (ETT) by providing a report once a year:

- a) suggesting new descriptors for inclusion in the thesaurus;
- b) commenting on new descriptors proposed by Cedefop or others;
- c) suggesting equivalent terms in their language;
- d) proposing deletion or alteration of existing descriptors;
- e) facilitating links and synergy with the education thesaurus (EET maintained by Eurydice).

The *coordinator* will be granted to use the ETT in its entirety or parts of it provided the source is cited.

2.5. Dissemination and Promotion activities

These include encouraging awareness of, and disseminating the results of Cedefop activities and information products and supporting promotion activities of Cedefop.

Rationale

One of Cedefop's core missions regards the dissemination of all useful documentation and information ⁽¹⁾. Members of national consortia are natural multipliers for disseminating Cedefop information, e.g. using their newsletters, information services and their network. The main goal is to make ReferNet a network of networks for a capillary dissemination of information. National consortia are best placed to provide support to these activities.

Background

Cedefop undertakes a number of activities using a variety of means to disseminate and promote its products and services towards its target audiences. These means include mailing lists, announcements, newsletters and news services, websites, participation in exhibitions, conferences and seminars, contacts with the press etc.

¹ Article 2 (2) of Council Regulation (EEC) No 337/75 of 10 February 1975.

Activities to be performed by the *coordinator*

2.5.1. *Dissemination of information at national level*

The *coordinator* will disseminate information on a regular basis within its country to other organisations and documentation centres, through any mailings of their own they undertake, announcements in their newsletters, catalogues and other publications and on their websites.

The *coordinator* will inform Cedefop on distribution at national level of its publications and other products and to support Cedefop dissemination and awareness raising efforts at national level.

2.5.2. *Raising visibility on VET activities/events in the Country - Contributions to Cedefop ETV-news and ETV-events services*

In order to raise visibility on VET activities/events taking place in their country (in particular those organised by consortia members), the *coordinator* may submit topical news to Cedefop, relating to vocational education and training, drawn from information sources within the country. After the news item has been approved by Cedefop, it will be displayed on Cedefop's websites and published in the ETV-Newsletter.

These news items may include:

- a) press releases, particularly those from the *coordinator* and other consortium members;
- b) calls for papers;
- c) press cuttings.

News items will be submitted according to the procedures laid down by Cedefop. The source of the news will always be cited and validated before being made available online.

A summary of the information in each news source should be provided in English. The decision to publish any news items submitted rests with Cedefop.

2.5.3. *Exhibitions, conferences and seminars*

The *coordinator* will propose a list of events to be held in the next 12 to 18 months at which the *coordinator* and/or other members of the national consortium will be present. Where appropriate, the conclusions of the conferences can be part of the monthly indexation (see 2.4.1) and other contributions to Cedefop. The information may be submitted directly online according to the procedures laid down by Cedefop. The *coordinator* may suggest two or three events a year in its country at which it considers Cedefop should be present.

The *coordinator* can propose an annual action plan for raising the awareness of, disseminating and promoting Cedefop's publications and services nationally by assisting Cedefop in the preparation, organisation and presence at stands at exhibitions held in its country. This plan will be based on the above mentioned list of events. The *coordinator* may propose different levels of involvement:

- a) events in which Cedefop should take a direct part;
- b) events in which members of the national consortium will represent Cedefop and distribute Cedefop products;
- c) events at which Cedefop's documentation might be distributed.

The *coordinator* and/or other national consortium members may assist in the preparation, organisation and presence at stands at exhibitions held in its own country. Contacts with the press

The national consortium will be requested to share with Cedefop its list of journals, periodicals and journalists that might be included in Cedefop's press database or distribution lists.

2.6. Working Methods

2.6.1. Executing the activities

The *coordinator* is responsible for ensuring the activities outlined in points 2.2 to 2.5 are performed satisfactorily.

The way in which tasks will be distributed within the consortium will be outlined by the *coordinator* in its proposal, where the *coordinator* will present to Cedefop a detailed annual work programme, which will:

- a) explain how the consortium will perform the activities outlined in section 2;
- b) describe the tasks foreseen for each partner within the consortium;
- c) describe the roles of and links between the various partners.

The *coordinator* will be requested to detail the methodology for collecting and validating the data, information and reports.

2.6.2. Meetings

At Cedefop's request the *coordinator* will attend plenary and technical/regional meetings organised by Cedefop during the year. Cedefop will cover the costs of travel and accommodation, in accordance with the rules in force, for two representatives per country at plenary meetings and one representative per country at technical/regional meetings. Additional participants may attend at their own expense.

At national level, the *coordinator* will organise an annual meeting of consortium members and national stakeholders to present to them Cedefop's priorities, work programme and report on activities. Where deemed appropriate after consideration, Cedefop will attend at the *coordinator's* request. The national members of Cedefop's Governing Board should be invited to the consortium meeting and be kept formally informed by the *coordinator* of all developments within the consortium.

2.6.3. Working language

“Textual” information to be provided for the following activities:

- 2.2.1 Reporting on vocational education and training: Descriptions of Member States' systems (Thematic Overview) and detailed reports on and analysis of specific themes (Detailed Thematic Analyses)
- 2.3.2 ERO National Research Reports
- 2.4.1 VET-Bib abstracts

must be submitted in English and may also additionally be provided in the country's Official Language.

Cedefop highly recommends that reports and analyses prepared for Cedefop be written and available in the country official language for reaching all national stakeholders. Ideally, reports in the national language should be presented on the national ReferNet websites.

The *national coordinator* will ensure that the English version is of a high standard linguistically, and that the presentation follows the guidelines set out in the Cedefop Style Manual. In order to achieve the linguistic standards, translation and editing costs are eligible in the context of this call (see 9.7.1 Eligible direct costs below).

2.6.4. Periodical assessments

The *coordinator* and the national consortium will be assessed periodically on the basis of:

- a) content analysis: covering the relevance of the information provided by the national consortium and its contribution to Cedefop's information services and publications;
- b) performance: covering the regularity and quantity of information provided, the time taken to respond to queries and the working relationship with other consortium members.

2.6.5. Final report on activities

Within two months of the end of the operational year, the *coordinator* will present a report describing the results of the activities conducted. A detailed explanatory structure (template) will be provided by Cedefop, which will follow the structure of the work programme.

3. TIMETABLE

Applications must be sent **at the latest on the 28/04/2006**. Please read carefully section 12 of this call for proposals concerning the procedures for submitting applications.

The project must start between June 2006 and July 2006 for a maximum duration of 12 months.

However, if after the signing of the agreement and the start of the project, the coordinator notices that for fully justified reasons, beyond his control, it becomes impossible to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 3 additional months will be granted, if requested before the deadline specified in the grant agreement. The maximum duration will then be 15 months.

The period of eligibility for expenditure resulting from implementation of a project will begin on or after the day of signature of the agreement by the last of the parties. In exceptional circumstances, and if the coordinator is able to prove the need to commence this action before the signing of the agreement, expenditure may be considered as eligible before the signature of the grant agreement.

4. BUDGET AVAILABLE

The total available budget for the 12 months work programme is **EUR 763.000** for EU 25, Norway and Iceland.

The total available budget will be distributed on the basis of 3 country groups based on country population¹²: (see also 9.2 *Specific terms and financial conditions below*).

<u>Country group 1 (13):</u> Cyprus, Estonia, Latvia, Lithuania, Luxembourg, Malta, Slovenia and Iceland	Maximum grant amount EUR 19.000 - of which a maximum of EUR 7.000 dedicated to translation and editing costs and EUR 2.000 for national websites
<u>Country group 2 (14):</u> Austria, Belgium, Czech Republic, Denmark, Finland, Greece, Hungary, Ireland, the Netherlands, Portugal, Slovak Republic, Sweden and Norway	Maximum grant amount EUR 29.000 - of which a maximum of EUR 7.000 dedicated to translation and editing costs and EUR 2.000 for national websites
<u>Country group 3 (15):</u> France, Germany, Italy, Poland, Spain, United Kingdom	Maximum grant amount EUR 39.000 - of which a maximum of EUR 7.000 dedicated to translation and editing costs and EUR 2.000 for national websites.

Cedefop reserves the right not to award the total budget available.

5. ELIGIBILITY CRITERIA

Applications which comply with the following eligibility criteria will be the subject of an in depth evaluation.

5.1. Eligible organisations

To be eligible for a grant, the coordinator of the national consortium must satisfy the following requirements:

- be a public or a private organisation, with a legal status and legal personality (Consequently, natural persons - i.e. individuals- may not submit applications);
- be established in one of the countries referred to in point 5.2 (below);
- have the appropriate qualifications and requisite financial and operational resources to perform the activities referred to in this document;

¹² Source: Eurostat

¹³ < 4 million inhabitants

¹⁴ 4 to 30 million inhabitants

¹⁵ > 30 million inhabitants

- the national consortium must be representative of the interests of vocational education and training within the country (ministries, national and/or sectoral bodies, regional authorities, research organisations and institutes, and the social partners);

5.2. Eligible countries

Applications from the following countries are eligible:

- EU 25 (Austria, Belgium, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the Slovak Republic, Slovenia, Spain, Sweden, United Kingdom);
- Norway and Iceland;

Organisations established in countries other than the countries listed above are not eligible.

5.3. Eligible activities

Proposals to be financed must cover the performance of the complete range of activities detailed in point 2, i.e.:

- establishment, or maintenance, leadership and coordination of a representative national consortium of organisations and performance of the following activities;
- reporting and analysing information on VET systems and developments;
- research activities;
- documentary activities;
- dissemination and promotion activities.

Activities must be performed according to the working methods detailed in section 2.6.

5.4. Eligible applications

Applications must be typed. Hand-written applications will not be accepted.

Only applications using the official application form annexed to the present call for proposal, duly filled in, signed by the legal representative of the organisation and sent to Cedefop according to the defined schedule will be examined.

The applications must contain an official cover letter from the applicant organisation containing the amount of the grant requested, as well as all the supporting documents requested in the application form and those allowing assessing the financial and operational capacity of the applicant (see point 7).

The applications must present a balanced budget and comply with all the financial conditions detailed under point 9.

The application must be sent in three copies (the original, being identified as such, plus one copy).

Cedefop reserves the right to disregard proposals that are still incomplete by the deadline. It also reserves the right to request additional information necessary to take a final decision on the award of financial support.

6. EXCLUSION CRITERIA

Applicants must certify using the “Declaration on honour” attached to the application form that they are not in one of the situations mentioned in the articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002), which are listed below:

Organisations that are in one of the following situations will be excluded from participation:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, 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 have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the project is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another grant award procedure or procurement procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Coordinators of National consortia will not be granted financial assistance, if on the date 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 Cedefop as a condition of participation in the relevant call for proposals or fail to supply this information.

Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed by Cedefop on applicants who are excluded under the above grounds, in accordance with the provisions of Articles 93 to 96 of the Financial Regulation and Articles 133 and 175 of the Implementing Regulation (Commission Regulation 2342/2002 of 23/12/02).

7. SELECTION CRITERIA

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed ReferNet work programme.

Coordinators must provide evidence of stable and sufficient sources of funding to maintain the activity throughout the period during which the project is being carried out, as well as evidence of financial participation. They must also provide evidence of professional competencies, qualifications, and/or the experience required to complete the proposed project.

Coordinators must certify their status as well as their financial and operational capacity to carry out the project by completing and signing the financial capacity form and the legal entities form (see official application form).

7.1. Operational capacity

In order to assess this criterion, coordinators must submit with their application the following documents:

7.1.1. Description of the national consortium coordinating body

Description of the national co-ordination body's main activities, departments, and people responsible for work relating to the network's activities.

7.1.2. Description of the national consortium

- 1) List (including contact details) and description of the members of the national consortium;
- 2) Brief description of the consortium's experience and knowledge;
- 3) List of the consortium's publications and dissemination tools;
- 4) List of contacts and data collection and dissemination networks.

7.1.3. Reporting and analysing information on systems and developments

The *coordinator* of the national consortium must draw up a list, covering the last three years, of publications, studies and reports prepared by consortium members in the field of vocational education and training.

The following information must be supplied: sources used (in particular official sources, the social partners and trade associations) and selection criteria.

7.1.4. Supporting Cedefop's research activities

The *coordinator* of the national consortium must provide information on the activities of network members in the field of research over the past three years.

More precisely, the coordinator must outline how the European Research Overview tasks will be carried out at national level, how they will support the transparency and promotion of research and how the information requested will be obtained.

7.1.5. Documentary activities

For documentary activities, the following information must be supplied: sources used (in particular official sources, the social partners and trade associations), selection criteria, estimated volume of information (minimum annual threshold).

If one or more consortium organisation possess a library, a description should be provided and include number of library staff, number of items, availability/unavailability of online catalogues, ability to participate in Inter-Library Loan services.

7.1.6. Dissemination and promotion activities

For dissemination and promotion activities, the *coordinator* of the national consortium must supply an outline of activities proposed.

This outline must cover actions of dissemination at national level, awareness and visibility raising activities, proposed participation in events and contacts with the press.

7.2. Financial capacity

The verification of financial capacity shall not apply to public bodies, or to international organisations.

In order to permit an assessment of this criterion, coordinators must submit with their application the following documents:

- the profit and loss accounts and the balance sheet of the organisation for the last financial year for which the accounts have been closed;
- the financial identification (bank details) form¹⁶, completed and signed and, as required, certified by the bank (original signatures required);

If, on the basis of the submitted documents, Cedefop assesses that the financial capacity of the co-coordinator has not been proved or is not sufficient, it can:

- Reject the application;
- Ask for further information;
- Ask for the submission of a guarantee (see below);
- Propose a grant agreement without a pre-financing payment.

8. EVALUATION AND AWARD CRITERIA

The award of grants shall be subject to the principles of transparency and equal treatment.

The evaluation procedure takes place in **three stages**:

8.1. Eligibility Check

Applications will be checked to ensure that they fully comply with the eligibility and selection criteria. The exclusion criteria as specified in point 6 will be applied. If any of the required documents (see section 5.4) are missing, the application will be deemed ineligible.

8.2. Evaluation

Proposals will be selected by Cedefop in accordance with the criteria set out in this call for proposals.

All eligible applications will be evaluated by a Committee against the quantitative and qualitative award criteria below. External experts from Cedefop Governing Board will be invited to participate in the evaluation procedure.

Successful applications will be selected on the basis of this evaluation.

¹⁶ Form can be downloaded from: http://europa.eu.int/comm/budget/execution/ftiers_en.htm

Award criteria:

- a) a clear indication of organisational competences and experience relevant to coordinating a national consortium, including: a description of the organisation and its experience within the vocational education and training field; information on those within the organisation who would be responsible for delivering the services to Cedefop; (*max. 15*)
- b) information on experience and knowledge in relation to the tasks/activities prescribed in section 2. Particular reference should be made to experience in compiling bibliographical, statistical and factual information; surveys and studies, synthesis reports and specialist articles; organising and participating in seminars and exhibitions; (*max. 15*)
- c) information on publications (e.g. books, journals and periodicals), as well as information on websites, on-line services and databases; (*max. 15*)
- d) information on contacts with other networks and dissemination activities including press services; (*max. 15*)
- e) a comprehensive plan of how the consortium will be constructed and how the tasks outlined in section 2 will be performed by the national coordinator and the consortium members. (*max. 40*)

8.3. Selection process

Grants will be awarded taking into account the available financial resources and the criteria identified above.

9. FINANCIAL CONDITIONS**9.1. General terms and conditions**

Acceptance of an application by Cedefop does not constitute an undertaking to award a financial contribution equal to the amount requested by the coordinator. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants aim at facilitating the implementation of a project which could not otherwise be implemented without the support of the European Union. The Community financial grant is based on the co-financing principle.

The Community grant is only an additional financial contribution to the coordinator's (and/or co-beneficiaries) own financial contribution and/or local, regional, national and/or private contributions obtained elsewhere for the project.

In all cases, the total Community contribution may not exceed 70% of the eligible costs. Therefore, a minimum of **30%** of the total estimated eligible expenditure of the project must come from sources other than the budget of the European Union. Proposals must include evidence that co-financing amounting to the remainder of the total cost of the project is available (secured).

The allocated amount may not in any circumstances exceed the amount requested.

9.2. Specific terms and conditions

The maximum grant amount for each country of Group 1 is: EUR 19.000 ⁽¹⁷⁾

The maximum grant amount for each country of Group 2 is: EUR 29.000 ⁽¹⁾

The maximum grant amount for each country of Group 3 is: EUR 39.000 ⁽¹⁾

Applications must include a detailed estimated budget in Euros. Coordinators not established in the 'euro zone' must use the conversion rates published in the Official Journal of the European Union, C series, at the date of publication of the present call for proposals.

The forecast budget must balance, i.e. total estimated expenditure must equal the total funding expected, from all sources (including Cedefop). The forecast budget must clearly state all the eligible costs (costs that could be subsidized by Cedefop Budget).

Coordinators must indicate the sources and amounts of any other funding received or applied for in the same financial year, for the same action, or for any other action and for routine activities.

Under no circumstances may the grant have the purpose or effect of producing a profit for the coordinator or co-beneficiaries. Profit is defined as a surplus of receipts over the costs of the action. The amount of the grant will be reduced by the amount of any surplus. The Bank account (and/or the sub bank account) indicated by the coordinator must allow for the identification of the amounts paid by Cedefop. If the amounts paid by Cedefop as pre-financing give rise to interest or other equivalent profits, according to the national regulation of a country where the bank account is established, such interest or profit will be recovered by Cedefop.

9.3. Payment procedures

After approval by Cedefop, a financial agreement drawn up in euros and detailing the conditions and level of funding, will be entered into between Cedefop and the coordinator.

The originals of the financial agreement must be signed and returned to Cedefop immediately for signature. Cedefop will be the last party to sign.

The financial agreement will lay down the payment arrangements.

- a) A pre-financing payment equivalent to 60 % of the total Community contribution will be transferred to the coordinator within 45 days following the signing of the agreement by the last of the two parties and where applicable the reception of all necessary guaranties. The pre-financing is aimed at providing cash flow to the coordinator and co-beneficiaries.
- b) Cedefop will determine the level of the final payment to be paid to the coordinator within 45 days of Cedefop approving the final report.
- c) Should the actual eligible total cost of the project be less than the total estimated cost, Cedefop will reduce its contribution proportionally. Specifically, Cedefop will make a pro rata reduction of the grant on the basis of the rate indicated in the agreement and the coordinator will be obliged to reimburse amounts already paid in excess of the amount due.

¹⁷ of which a maximum of EUR 7.000 dedicated to translation and editing costs - estimated cost of between EUR 25 and 40 per page (one standard page = 1500 characters without spaces) and of which EUR 2.000 for national websites.

- d) The final accounts must be balanced, dated, drawn up in euro, signed and certified by the authorised person as provided for in the coordinator's articles of association. They must be presented using the same structure as the budget estimate (see Annex 2 of the Grant application form) which will be appended to the grant agreement.
- e) A variation of more than 10% in the amount of a heading in the draft budget must be authorised by Cedefop in advance, in accordance with the provisions set out in the agreement.
- f) Under no circumstances will any increases to budget headings of more than 10% which have not been authorised by Cedefop in advance be taken into consideration for the final payment of the grant.
- g) Coordinators undertake to carry out the activities as they are presented in the grant application. Any change to the project must be authorised by Cedefop in advance. The inclusion in the final accounts of costs not referred to in the agreement may lead Cedefop to request reimbursement of all or part of the grant.

9.4. Audit

Selected projects may be subject to audits and to *ex ante* and *ex post* evaluations. The responsible person representing the coordinator will undertake, with his or her signature, to provide proof that the grant has been used correctly. Cedefop and the Court of Auditors of the European Communities may check the use made of the grant at any time during the term of the agreement and during a period of five years following expiry of the agreement.

9.5. Guarantee

Cedefop may require the coordinator to lodge a guarantee in advance in order to limit the financial risks connected with the payment of pre-financing.

It shall have the effect of making the bank or financial institution, third party, or the other beneficiaries stand as irrevocable collateral security, or first-call guarantor of the coordinator's obligations.

The guarantee shall be drawn up and issued in euro. It shall be provided by an approved bank or financial institution established in one of the Member States.

The guarantee may be replaced by a joint and several guarantee by a third party, or by the joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the coordinator in accordance with the conditions laid down in the grant agreement.

9.6. Double financing

An organisation is not entitled to receive more than one grant from Cedefop for the activities covered by the selected project.

9.7. Eligible Costs

The only costs eligible in the context of this call are those which are:

- a) directly linked to the project concerned, i.e. generated directly by the project and indispensable for its implementation. These costs have to be necessary and reasonable for the implementation of the project. The project must comply with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- b) generated during the lifetime of the project as defined in the agreement;
- c) actually incurred by the coordinator and co-beneficiaries and recorded in their accounts in conformity with the applicable accounting principles, and which are declared in accordance with the requirements of the applicable tax and social legislation;
- d) identifiable and verifiable with original supporting documents.

The internal auditing and accountancy procedures of the coordinator shall make it possible to verify that the stated project costs and receipts correspond to the accounting statements and the supporting documents.

9.7.1. Eligible direct costs

The eligible direct costs for the activities/project are those costs which, with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be attributed to it directly.

In particular, the following direct costs (incurred by the coordinator and/or co-beneficiaries) are eligible provided that they satisfy the criteria set out in the previous paragraph (11.7):

- (a) costs of staff working directly on the activities, corresponding to their actual salaries plus social charges;
- (b) traveling and subsistence expenses for staff provided that they are in line with the usual practices of the coordinator or co-beneficiary, and do not exceed the *per diem* scales approved by Cedefop;
- (c) other direct costs associated with the project:
 - the costs of running training activities, conferences, and seminars (organisation costs, room and equipment hire, traveling and subsistence costs for participants and speakers, interpreting costs, fees for external speakers, reproduction costs);
 - information dissemination costs: production costs (publications, books, CDROMs, videos, Internet, etc.), translation and editing¹⁸, dissemination and distribution costs;
 - the costs of consumables and supplies provided that they are identifiable and assigned to the action;
 - costs arising directly from requirements imposed by the agreement, including the costs of financial guaranties.

¹⁸ Note: Cedefop participation in editing and translation costs is limited to a maximum of EUR 7.000 per country per annum, based on an estimated cost of between EUR 25 and 40 per page (one standard page = 1500 characters without spaces).

9.7.2. *Eligible indirect costs*

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the coordinator and co-beneficiaries' general administrative costs can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the coordinator or co-beneficiary already receives an operating grant from Cedefop.

9.7.3. *Ineligible costs*

The following costs are not eligible:

- (a) return on capital;
- (b) debt and debt service charges;
- (c) provisions for losses, or potential future liabilities;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) VAT, unless the coordinator or co-beneficiary can show that they are unable to recover it;
- (h) costs declared by the coordinator or co-beneficiary and covered by another action or work programme receiving a Community grant;
- (i) excessive or reckless expenditure;
- (j) substitution costs for replacing persons involved in the project;
- (k) expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by Cedefop;
- (l) contributions in kind.

9.8. **Legal entity**

By way of derogation from Article 114 of the Financial Regulations, cross-industry trade unions participating in the European social dialogue are eligible under this call for proposals even if they do not have a legal personality. Nevertheless, the legal entities form¹⁹ should be completed by all organisations responding to this call for proposals. Consequently, the legal entities form should be submitted together with a copy of the resolution, law, decree, or decision establishing the entity in question, or, failing that, any other official document attesting to the establishment of the entity.

10. SUBCONTRACTING AND CALL FOR TENDER
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Where the implementation of subsidised actions requires subcontracting or the launching of a call for tenders, the coordinator or co-beneficiary should award this contract to the tender offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring there is no conflict of interests.

¹⁹ Form can be downloaded from: http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm

11. PUBLICITY

Each year (1st semester) a list of the grants awarded during the previous budgetary exercise must be published on the Internet Web site of Cedefop. The information can also be published with the help of any other means including the Official Journal of the European Union.

With the agreement of the coordinator (unless publication of the information may threaten the safety of the beneficiary or harm his or her interests), Cedefop will publish the following information:

- the name and address of each beneficiary
- the subject of the grant
- the amount allocated and rate of financing.

Coordinators are under a contractual obligation to ensure, by all appropriate means and in accordance with the conditions laid down in the EU grant agreement, that the funding awarded to the project by the European Union is publicised during the life of the project, and acknowledged in any publications and permanent or ongoing publicity material subsequent to this (Name and logo of Cedefop/ the European Union). Evidence of this publicity must be included in the final reports.

Failure to comply with this obligation may result in the grant award being reduced.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

12.1. Publication

The text of the call for proposals, annexes, and for information purposes a copy of the standard agreement, can be obtained from Cedefop website at the following address: http://www.cedefop.eu.int/ban_generic.asp#TE

A concise version of the call for proposals is also published in the Official Journal of the European Communities.

12.2. Application forms

Grant applications must be submitted using the form specifically designed for this purpose. This form can be downloaded from the above internet address.

Only grant applications using the specified forms and comprising all of the required documents identified in section 5.4 (above) will be considered.

In addition, a short curriculum vitae (using the EUROPASS²⁰ CV format) for the Contact person / national coordinator identified on the first page of the grant application form should be submitted.

12.3. Submission of the application

Deadline for submission of applications: 28/04/2006.

Applications submitted after this date will not be considered.

Applications can be submitted in one of the following ways:

²⁰ European CV format is available from <http://europass.cedefop.eu.int/>

- By registered post to the following address, for which purposes the relevant date is to be the date of dispatch by post, as evidenced by the postmark; or the registered delivery receipt issued by the Postal Services,

CEDEFOP
European Centre for the Development of Vocational Training
Procurement Service
P.O. Box 22427, GR- 55102 Thessaloniki

- By hand-delivery or courier service. For security reasons applications by hand delivery or by a courier service can only be delivered to the central post service of Cedefop

CEDEFOP
European Centre for the Development of Vocational Training
Procurement Service
Europe 123, GR- 57001 Thessaloniki (Pylea)

with the indication **Ref. GP/D/ReferNet/001/06** on the envelope. In case of hand delivery the submission date is the date of receipt. In case of delivery by a courier service the submission date is the date of receipt by the courier service.

Applications submitted by fax or e-mail will not be examined.

No modification of the application will be authorised after the submission of the application form and its annexes. However, Cedefop reserves the right to request additional information necessary to take a final decision on the award of financial support.

13. NOTIFICATION PROCEDURE

a) Reception of application

Coordinators will be informed of the reception of their application.

b) Eligibility of application

Only applications complying with the eligibility criteria will be taken into account for the award of a possible grant.

Ineligible applications will receive a notification, mentioning the cause of their ineligibility.

c) Selection of project

Coordinators will be informed of Cedefop's decision concerning their grant application as soon as possible. No information will be released until Cedefop's decision on project selection has been taken.

All the selected applications will be subject to a financial analysis. In this framework Cedefop may ask the coordinator for supplementary information or eventually guaranties. The verification of financial capacity shall not apply to public bodies, or to international organisations.

Coordinators of all unsuccessful applications will be informed in writing.

It is foreseen that coordinators of successful applications shall receive a written communication based on the results of the selection procedure in March 2006.

d) Grant agreement

It is foreseen that coordinators of successful applications shall receive a grant agreement for signature as from May-June 2006.

14. APPLICABLE REGULATION

The award of Community grants is governed by the legal basis to the Programme and the Financial Regulations, and must respect the procedures laid down therein:

- Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training
- OJ L 248, 16.9.2002 (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities)
- OJ L 357, 31.12.2002 (Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities)

15. CONTACT

Cedefop department responsible for implementing and managing this call for proposals is 'Procurement Service'.

Additional information can be obtained from:

CEDEFOP
European Centre for the Development of Vocational Training
Procurement Service
 attn. Ms Alessandra Cerutti
Europe 123, GR- 57001 Thessaloniki (Pylea)
 or by fax: +30-2310-490 028
 or e-mail: c4t-services@cedefop.eu.int

Annexes:

Official application form and related annexes

Copy of the standard agreement