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EXTERNAL RELATIONS DIRECTORATE GENERAL

DIRECTORATE North America, East Asia, Australia, New Zealand, EEA, EFTA, San Marino, Andorra and Monaco  
**Japan, Korea, Australia, New Zealand**

## **CALL FOR PROPOSALS**

### **Establishment of European Union Centres in**

**AUSTRALIA**

**NEW ZEALAND**

**2009**

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## 1. PREAMBLE

This call for proposals is organised in the framework of Community actions to strengthen cooperation with industrialised and other high-income countries and territories under Council Regulation 1934/2006 of 21 December 2006 (“Industrialised Countries Instrument”). In this context, the Commission has decided, under its 2008 Annual Action Programmes for Cooperation with Industrialised Countries, to provide funding for a strengthening of the network of EU Centres in the Asia-Pacific region.

This call for proposals relates **exclusively** to Australia and New Zealand.

The following sections describe the objectives of European Union Centres, their expected activities, results and impact, as well as the financial terms, selection process and the conditions for applying. The documents to be submitted (Grant application form, Narrative proposal form and other supporting documents) are in Annex. More detailed information about the financial and legal framework is also provided in Annex (document Guidelines for applicants).

## 2. BACKGROUND

### 2.1. THE GROWING PARTNERSHIP WITH AUSTRALIA AND NEW ZEALAND AND THE OBJECTIVE TO RAISE AWARENESS ABOUT THE EU

The EU and Australia and New Zealand are very like-minded partners, linked by strong historical and cultural ties. They share a number of core values with the EU such as democracy, the rule of law, market economy and a commitment in favour of an effective multilateralism; they have many common interests and views, notably as regards the Asia-Pacific Region where the EU is also involved.

The bilateral relations between the European Union on the one hand and Australia and New Zealand on the other have developed steadily over the years.

This culminated, for what concerns Australia, in the adoption on 29 October 2008 of a new EU-Australia joint declaration, called the Partnership Framework, replacing and merging the 1997 Joint Declaration and the 2003 Priorities for Cooperation document. This represents an important reinforcement and upgrading of the bilateral relationship. The Partnership Framework covers the entire scope of EU-Australia relations, subdivided into foreign policy and global security; multilateral and bilateral trade; regional and bilateral cooperation in Asia and the Pacific; climate change, environment and energy security; science, research, technology and innovation; education and culture; and the facilitation of the movement of people. The implementation is proceeding well.

The EU and New Zealand adopted on 21 September 2007 a new Joint Declaration on Relations and Cooperation, replacing and merging into a more modern and flexible document, the 1999 Joint Declaration and the 2004 Agenda for Cooperation. The Joint Declaration is a comprehensive document which upgrades the bilateral relationship and provides a good basis for taking it to the next level. Implementation of the Joint Declaration has also progressed well.

The increasing breadth and depth of these bilateral engagements and cooperation are also consistent with the ongoing integration of the European Union and its enhanced global role in economic policy, foreign and security policy and justice, home affairs and security issues.

However, this growing interaction with the European Union is still taking place in the context of a limited awareness and understanding of the EU, its institutions and its policies in Australia and New Zealand.

Whilst acknowledging the role that education and research have to play in the economic growth of the European Union, there is also the clear need to increase knowledge about the European Union in other parts of the world. In particular, from an educational and academic point of view, European Studies may not be sufficiently developed (though the degree of development differs from country to country) as regards contemporary issues and challenges. They may tend to focus on the linguistic or literary dimensions of European studies. Courses and degrees tend to be centred on individual Member States rather than focusing on the EU as an overall economic and political entity and as an international actor. Shifting the focus of European studies towards a more comprehensive range of EU-related issues, such as its political and economic role on the world stage, the history and objectives of the European integration and its role in the democratisation of Eastern and Central Europe, European law (in particular public, single market, competition and labour law), the economic dimension of European integration, the development and prospects for EU-Australia/New Zealand relations is therefore an important objective for the project.

The core objectives of the EU Centre initiative in Australia and in New Zealand are to give impetus to European Studies in light of the above and to raise awareness of the EU in the wider public.

This initiative should therefore stimulate development of a focus in European Studies on the role and experience of the European Union as a whole; and to cover a more comprehensive range of EU-related issues, such as:

- The role of the European Union as a major economic and trade partner;
- The European Union as a political actor and its international relationships, in particular in the Asia-Pacific region;
- The integration process of the European Union (e.g. single market, monetary union, economic and social cohesion...);
- The policies of the European Union (e.g. single market, competition, environment, climate change, energy and transport, science and technology...) and their relevance for Australian/New Zealand partners.

The purpose is not to develop courses only for specialists of the European Union who will work in the field of government and international relations, but rather to provide relevant courses useful for students/scholars/researchers in different fields (e.g. law, political science, economics, business administration, science and technology, etc).

The European Commission believes that in the context of a stronger partnership with Australia and New Zealand, a growing number of persons would benefit from increased knowledge about the European Union. Therefore, the EU Centre initiative should raise awareness about the European Union, its role and policies among a larger public, beyond the academic circles. This type of information and communication activity targeted at a wider public (e.g. government officials, members of parliaments, business people, journalists, civil society groups...) is referred to as "outreach activities".

In addition, the EU Centre initiative should also encourage academic exchanges with the EU and foster coordination between the different EU Centres that have been established over time.

## 2.2. THE DEVELOPMENT OF A NETWORK OF EU CENTRES WORLDWIDE

The EU Centre initiative was first developed in the United States at the end of the 1990's where a number of selected universities across the US were entrusted with the responsibility of developing EU-focused curricular and outreach activities. This initiative was subsequently introduced in different phases in other countries: Canada, Australia, New Zealand, Japan, Korea and Singapore.

As regards Australia and New Zealand, the first Centres were established in 2001 as three-year pilot projects<sup>1</sup>.

In 2004, an external evaluation of the EU Centre initiative reviewed the activities of the Centres established in the US, Canada, Australia and New Zealand (see Annex). It found that, overall, the initiative had been a success and that support for the EU Centres generates important benefits in terms of the policy goals pursued. The study highlighted the achievements of EU Centres and recommended the Commission to:

- (i) consolidate the initiative in the countries where it had already been launched,
- (ii) extend the EU Centre initiative to additional countries and regions.

Against this background, the Commission has decided to strengthen the network of EU Centres in the Asia/Pacific region.

As regards Australia and New Zealand, the number of EU Centres increased in 2006, with the selection of four projects<sup>2</sup>. The current contracts between the EC and the four EU Centres in Australia and New Zealand will come to an end in 2009/early 2010.

The present call for proposal aims at fostering an open and competitive process for the establishment of **3 EU Centres in Australia and 1 EU Centre in New Zealand**. Additional funding will be available for **1 of the 3 EU Centres selected in Australia to act as national coordinator for networking and outreach activities**.

The EU Centres will have to combine the attributes of Centres of academic excellence in EU studies (i.e. Centres aiming to become leading EU studies research and teaching institutions recognised by peers at national and international level) and of "Regional Hubs" (Centres aiming to become recognised regional Centres of EU expertise, with the specific objective of developing awareness-raising activities aimed at other institutions and communities in their region).

As regards other countries in the Asia-Pacific region, one new EU Centre has been established in Singapore in 2008. Three EU Centres have been established in the Republic of Korea and three in Japan. Another EU Centre is going to open in Taipei.

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<sup>1</sup> In Australia the National Europe Centre hosted by Australia National University in Canberra; in New Zealand a consortium of 4 universities coordinated by NCRE (National Centre for Research on Europe) of the University of Canterbury in Christchurch.

<sup>2</sup> In Australia: EU Centre at the Australian National University – National Europe Centre (NEC); EU Centre at Monash University – MEEUC; EU Centre at La Trobe-Macquarie Universities – IUEU.  
In New Zealand: EU Centre at Canterbury University - NCRE

## **2.3. STRUCTURE OF THE CALL FOR PROPOSALS**

The present call for proposal indicates targets for each type of main activity (academic, outreach, cooperation and coordination activities). However, the focus of activities may depend on the location of the Centre and on the dominant outreach constituencies. In particular, centres located in the capital city will have a special responsibility for developing outreach activities towards government officials and representatives of the Parliaments of Australia/New Zealand. EU centres located in key economic regions are also expected to develop outreach activities towards the business community.

The detailed description of the objectives and expected deliverables of EU Centres is set out in section 3 below. Benchmark targets are provided for each type of activity, in the form of a range, to provide some flexibility on the mix of activities that each EU Centre will undertake. In the application, utmost attention must be given to how these objectives will be met. The proposed actions must be outlined in the Grant application form and detailed in the Narrative proposal form (in Annex).

The European Commission will provide funding –in the form of a grant- for the development of the activities of the EU Centre on a co-financing basis. The grant from the Commission may reach a maximum of 75% of the eligible costs and will have to be supplemented by the own resources provided by the host institution and, where applicable, by its partners or by resources contributed by other private or public donors. The budget elements and financial conditions are presented in section 4 and 6 below. A guide to financial issues with more detailed information on eligible costs and co-financing is provided in annex (Guidelines for applicants).

The proposals will be evaluated and selected against criteria which are specified in section 5 below. The applicant should make sure that its proposal includes all the information needed by the Commission for this purpose.

The practical information on the procedure to submit applications is provided in section 7. Applicants are requested to respect carefully the instructions included in the call for proposals and in its annexes, and to provide all requested documents.

Applicants for the establishment of an EU Centre in Australia may also apply for supplemental funding of up to € 100,000 for the entire duration of the grant (54 months), for the role of Networking and Outreach Coordinator.

### **3. PROGRAM POLICY OBJECTIVES AND EXPECTED OUTCOMES**

#### **3.1. GENERAL OBJECTIVES**

The EU Centres initiative is aimed at encouraging greater awareness and knowledge of the EU in the partner countries through support for EU-focused curriculum development and research, outreach activities and academic links.

The main objectives of the Centres in Australia and New Zealand are the following:

- Building centres of academic excellence with a view to broadening and deepening the base of European Union studies (as defined in point 2.1.) in Australia/New Zealand
- Developing targeted outreach activities in Australia/New Zealand to constituencies beyond academic circles in order to enhance the visibility of the EU, its policies and development; and to promote a better understanding and knowledge of the EU as a major player in the global system and as a bilateral partner of Australia/New Zealand
- Contribute to the strengthening of academic cooperation between the European Union and Australia/New Zealand.

In addition, the European Commission intends to encourage the coordination of networking and outreach activities of the EU Centres in Australia. It is optional to introduce an application for the function of Networking and Outreach Coordinator.

It is expected that the activities to be carried out by EU Centres will reflect the bilateral policy agenda between the EU and Australia/New Zealand. In this regard, attention should be paid to the Partnership Framework between the EU and Australia and the EU-New Zealand Joint Declaration on Relations and Cooperation respectively.

This call for proposals for EU Centres should ensure long-lasting effects in the approach to European studies, in particular by ensuring that European studies are better integrated in the regular curricula and more easily available for students wishing to specialise in them. This would, in turn, make a contribution to the exposure of future decision-makers and opinion-leaders to issues related to European integration.

### 3.2. SPECIFIC OBJECTIVES AND EXPECTED OUTCOMES

The specific objectives of the programme and the expected outcomes to be achieved are as follows:

**OBJECTIVE 1: ACADEMIC ACTIVITIES (target: 40% to 50% of the overall budget): Develop centres of academic excellence in EU studies with a view to broadening and deepening the base of European Union studies.**

***Expected Outcomes:***

- New courses developed on the EU and on EU-Australia/New Zealand Relations at under-graduate/graduate/post-graduate level. These courses, lectures, modules should be part of a dedicated programme for EU studies as well as part of more general curricula for international affairs, law, political science, economics, business administration, science and technology, etc. It is important to allow access to EU courses not only to a small group of students focusing on EU studies, but also to a wider number of students who follow another main curriculum and have a more targeted interest in specific aspects of the EU
- New material on the EU and EU-Australia/New Zealand relations incorporated in existing courses at under-graduate/graduate/post-graduate level
- EU studies certificate, minor, and major programs created or refined. It is important to avoid over-restrictive requirements (e.g. as regards training in European languages) that would hinder access to these specific EU programmes
- Academic research conferences devoted to issues of applied EU and EU-Australia/New Zealand public policies, also encouraging interaction between researchers and practitioners
- Textbooks, articles, and briefing papers devoted to issues of applied EU and EU-Australia/New Zealand public policies published
- Increased numbers of doctoral students focusing their dissertation research on the EU and EU-Australia/New Zealand relations
- Increased numbers of university faculty and other scholars, including professional school faculty and graduate students, conducting research on issues of applied EU and EU-Australia/New Zealand public policies.

**OBJECTIVE 2: OUTREACH ACTIVITIES (target: 25 to 35% of the overall budget): Promote greater understanding of the EU and EU-Australia/New Zealand relations among outreach constituencies beyond academic circles, such as opinion formers and leaders, business circles and organisations, think-tanks, government, school educators, the media, civil society including Non Governmental Organisations (NGOs). Where appropriate, the applicant may make use of professional conference organizers to develop its outreach activities<sup>3</sup>.**

***Expected Outcomes:***

- Outreach conferences, workshops, briefing sessions, and other information activities organized targeting officials of central and regional government, members of parliaments and their assistants, business people, journalists, and other civil society outreach groups
- Fora provided for prominent speakers from the EU institutions and EU Member States
- Information workshops and training modules targeting journalists from local, regional and national media (e.g. TV programming on the EU in cooperation with media channels)
- Cooperation with the Ministry of Education to develop teaching about the EU in secondary schools
- Dedicated website allowing wide public access to the activities and documentation produced by the Centre (e.g. lectures, proceedings of conferences, speeches, etc.)
- Publication of articles in the main Australian/New Zealand national and regional newspapers, publication of newsletters, information kits, textbooks, DVDs and CD-ROM, conference proceedings, surveys, studies, results of research on EU-related subjects.

**OBJECTIVE 3: ACADEMIC EXCHANGES WITH THE EU (maximum 20% of the overall budget): While EU Centres are not expected to be primarily focused on student/faculty mobility, they should nonetheless seek to increase academic contacts and exchanges with EU Universities to better achieve their core objectives as regards EU studies and outreach.**

***Expected Outcomes:***

- Increased number of students, scholars, and faculty members participating in exchange programs with universities in the EU and specific institutions such as the European University Institute in Florence, the College of Europe in Bruges, the European Institute of Public Administration in Maastricht
- Creation of a fellowship programme for specialists of EU affairs with a view to tutoring Australian/New Zealand academics and students in EU related disciplines
- Visiting EU scholars and practitioners incorporated effectively into EU Centre activities

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<sup>3</sup> Please refer to section 5.1.1.

- Greater number of co-taught courses and other curricular development programs, for example, by effective use of video-conferencing and other technologies
- Greater synergies with other programs sponsored by the European Commission, including the Jean Monnet Action, Erasmus Mundus and bilateral Education cooperation programmes funded under the Industrialised Countries Instrument<sup>4</sup>
- Greater synergies with networks of professors in EU Studies in the Asia/Pacific Region.

**OBJECTIVE 4: COOPERATION WITH OTHER CENTRES (maximum 10% of the overall budget):  
Consolidate and enhance the effectiveness of the network of EU Centres.**

***Expected Outcomes:***

- Active networking, coordination, and project cooperation among EU Centres in Australia, as well as between Australia and New Zealand, including the participation to one coordination meeting per year gathering EU Centres from Australia and New Zealand. This annual coordination meeting will be organised and hosted by the coordinator of networking and outreach activities in Australia. Meeting participants will be required to pay for their own travel and accommodations. The related travel and accommodation expenses should be included in the proposal sent to the Commission
- Encouraging cooperation among Centres in the Asia/Pacific Region
- Encouraging cooperative activities with other EU Centres in the world. This includes participation in a worldwide meeting of EU Centres, to be held every two years in Europe. Typically, each Centre would be invited to send 3 representatives (4 in the case of a consortium, partnership or network). The related travel and accommodation expenses should be included in the proposal sent to the Commission
- Expanding the sharing of best practices among Centres worldwide.

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<sup>4</sup> A description of these programmes can be found on the website of the European Commission's Directorate General for Education and Culture at: [http://ec.europa.eu/education/index\\_en.html](http://ec.europa.eu/education/index_en.html).

**OBJECTIVE 5: (OPTIONAL): COORDINATION OF NETWORKING AND OUTREACH ACTIVITIES IN AUSTRALIA.**

**In Australia, additional funding will be available for the role of Networking and Outreach Coordinator.**

***This function consists of:***

- Promoting networking among the EU Centres in Australia by hosting, maintaining and expanding a web intranet, which might be included in its EU Centre's website. This area, protected by a password, will help the exchange of information, documents and best practices among the EU Centres in Australia
- Planning, organizing and hosting an annual meeting for Directors of EU Centres in Australia. The Director of the EU Centre in New Zealand should also be invited to participate in agenda items of common interest for Australia and New Zealand.  
For planning purposes, as many as 10 to 13 individuals (3 per EU Centre – 4 in case of consortia, plus the Director of the EU centre in New Zealand) may participate in the annual national EU Centres Directors meeting, with the Network Coordinator financially responsible for all meeting room, staffing, and catering costs. The Coordinator will also identify a suitable hotel for individual accommodations. Meeting participants will be required to pay for their own travel and accommodations
- Collecting and disseminating information regarding individual EU Centre outreach activities, particularly in sharing “best practices” regarding outreach to specific constituencies (e.g. secondary schools, business, government, parliament, media, and other civil society outreach groups)
- Expanding the “best practice” list of Centre syllabi, briefings and other publications on the Network intranet regarding EU Centres outreach activities
- Creating a database for potential sharing of visiting speakers.

## 4. BUDGET

### 4.1. CO-FINANCING BY THE EUROPEAN COMMISSION

The total indicative budget earmarked for the co-financing of projects is €4.100.000. The financial contribution from the Commission cannot exceed 75% of the total eligible costs.

It is planned to award **3 grants for EU Centres in Australia and 1 grant for an EU Centre in New Zealand.**

Each grant is estimated to a total amount for the entire duration of the project between:

- €800.000 and 1.000.000€ maximum each for EU Centres in Australia;
- €800.000 and 1.000.000€ maximum for the EU Centre in New-Zealand;
- up to 100.000€ maximum for the Networking and Outreach Coordinator in Australia;

In consideration of the characteristics of the proposals which will be submitted, the European Commission reserves the right: i) to revise the amounts specified above; ii) not to distribute all the funds available.

The maximum rate of co-financing of eligible costs by the European Commission is set at 75%. The remaining costs will have to be funded by the bidder out of its resources or third party resources. A description of co-financing and of eligible costs is provided in Annex (document "Guidelines to applicants").

### 4.2. DURATION OF THE GRANT AGREEMENT

Each grant agreement should have duration of 54 months including:

- An inception / preparatory period of maximum four months during which (i) the Centre's infrastructure, management team and governance mechanisms are expected to be set up; and (ii) a detailed annual work programme for the first year of activities will be developed and submitted to the European Commission;
- Four years of operation at "cruising speed" covering four academic years. Activities to be carried out will be detailed in annual work programmes to be submitted to the Commission sufficiently ahead of their implementation for discussion and approval (the first detailed work programme is expected to be submitted during the inception period).
- A closing period of maximum two months during which the Centre will prepare its final report.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons, to complete the project within the scheduled period, an extension of the eligibility period may be granted. A maximum extension of 12 additional months will be granted, if requested at least 1 month before the deadline as specified in the agreement. The maximum duration will then be 66 months.

The date of entry into force of the grant agreement will depend on the proposal.

**However, the expected date for the start of the academic activities under Objective 1 is March/April 2010. The latest acceptable date for the start of academic activities is 1 August 2010. The other activities (e.g. outreach activities, academic exchanges with the EU, etc.) may start before the academic year.**

## **5. CRITERIA**

The proposals will undergo a first screening under the eligibility criteria and exclusion criteria laid down below. The proposals passing the eligibility and exclusion criteria will then be assessed against the selection criteria, which are minimum requirements for the financial and technical ability of the applicant to complete the proposed action.

The proposals meeting the selection criteria will then be ranked according to the award criteria.

The application will be assessed on the basis of the information provided in the Grant application form and in the Narrative proposal form.

### **5.1. ELIGIBILITY**

#### **5.1.1. Eligible organisations**

This call for proposal is open to the following legal entities:

- for the establishment of an EU Centre in Australia: Universities and other higher education institutions in Australia recognised as such by the relevant national authorities;

- for additional funding for Networking and Outreach Coordination activities in Australia: Universities and other higher education institutions in Australia recognised as such by the relevant national authorities and which have submitted a proposal for the establishment of an EU Centre in Australia within the present call for proposals;

- for the establishment of an EU Centre in New Zealand: Universities and other tertiary education institutions in New Zealand recognised as such by the relevant national authorities.

Proposals can be introduced by:

- individual universities

or

- by a consortium, partnership or network led by a university. The consortium, partnership or network may include different categories of organisations - such as educational institutions, research institutes, cultural institutions, business associations, public relations agencies, think tanks, press and media associations; professional conference organizers, but must be led by a university which will be the only signatory of the grant agreement with the Commission. Therefore, there must be an internal arrangement within the consortium, partnership or network, as regards the allocation of tasks and the sharing of costs.

Natural persons may not apply.

Note: There is no preference for a specific organisation model (application by an individual university or by a consortium, partnership or network). In any case, the applicant has the possibility to outsource part of its activities to external services providers (e.g. in the case of outreach –which does not necessarily belong to the core tasks of Universities, the applicant may rely on the expertise of professional conference organizers). This sub-contracting is subject to certain conditions (see the Guidelines for applicants in Annex) and should be documented in the Grant application form and the Narrative application form.

**Documentation to be submitted (see Grant application form in annex):**

Applicants must submit a copy of their statutes and / or an official certification of legal registration.

In the case of a consortium, partnership or network, the leading university must submit a letter of commitment from the different partner organisations confirming their participation and role within the EU centre as well as their financial commitment to the consortium/partner/network.

**5.1.2. Eligible countries and regions**

Only applications from eligible organisations established in Australia or in New Zealand are eligible.

In the case of an application by a consortium, partnership or network, the project partners which provide a financial contribution to the project must all be established in Australia or in New Zealand or in the European Union.

**5.1.3. Eligible activities**

The activities must contribute to the specific objectives listed in section 3 above.

They must be contained in the proposed time frame of 54 months.

**5.1.4. Eligible proposals**

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, will be considered.

The Grant application form must be accompanied by an official letter from the applicant organisation, by the Narrative Application form, and by the documents necessary to assess its compliance with the eligibility, exclusion, selection and award criteria, and all other documents referred to in the application form.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for cofinancing from the EU, set at 75%. The remaining costs will have to be funded by the bidder out of its own resources or third party resources (see document "Guidelines for applicants" in Annex for a description of eligible costs and co-financing).

**5.2. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants may not participate in this call for proposals or be awarded grants if:

- 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 take place;
- 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 procurement procedure or grant award 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;
- g) They are subject to a conflict of interest;
- h) They are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

**Documentation to be submitted (see Grant application form in annex):** The applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

### 5.3. SELECTION CRITERIA

The applicant must demonstrate its technical and financial capacity to implement the proposed actions (**see Grant application form in annex**):

#### 5.3.1. Technical capacity

The technical capacity of the applicant will be assessed on the basis of:

- the educational and professional qualifications of the persons responsible for the different aspects of programme development and project management (academic activities, outreach, academic cooperation and coordination), as demonstrated by their curricula vitae;
- a description of the main activities already carried out in the field of EU studies in the last three years;
- a description of the main outreach activities related to the EU and any other significant outreach activities in the last three years;
- a list of relevant projects carried out in cooperation with other institutions in the last three years

### **5.3.2. Financial capacity**

The applicant will have to demonstrate a stable and sufficient source of funding to implement the proposed action over the whole duration of the project. This will be assessed on the basis of:

- annual accounts for the last two years or other financial information required in the Grant application form (depending on the legal nature of the applicant and its public or private status);
- evidence that the applicant is able to meet co-financing requirements. The own resources must be confirmed by the signature of the legally authorized officer signing the Grant application Form. The third party resources, if applicable, are to be confirmed in writing by the officer(s) identified in the Grant application Form.

### **5.4. AWARD CRITERIA**

The applications that respect the eligibility, exclusion and selection criteria listed above will be ranked on the basis of the award criteria set out in the table below.

For each country, the proposals that receive the largest number of points (maximum 100) will be selected as EU Centre, subject to a minimum quality threshold.

**Proposals which receive fewer than 65 points will not be selected as EU Centre.**

For Australia, the Networking and Outreach Coordinator will be selected among the applicants selected as EU Centre on the basis of additional criteria.

**A) Award criteria for the selection of the EU Centres:**

<b>Criteria</b>	<b>Points (max)</b>
<p><b>1. Quality, importance, and relevance of the proposed programme of academic activities</b>, demonstrating in particular a capacity to:</p> <ul style="list-style-type: none"> <li>– encourage students and scholars undertaking research work on EU-related subjects;</li> <li>– achieve significant and sustainable impact and add value to the existing activities of the applicant institution (in particular by extending the range of EU studies or through the development of entirely new activities);</li> <li>– develop a multidisciplinary approach including active involvement of professional schools (law, business, economics, science and technology, etc).</li> </ul>	35 points
<p><b>2. Quality, importance and relevance of the proposed programme of outreach activities</b>, demonstrating in particular a capacity to:</p> <ul style="list-style-type: none"> <li>- <b>reach and involve target groups beyond academic circles</b> such as government officials, members of parliament, business people, journalists, civil society groups, etc.;</li> <li>- develop projects which will lead to increased EU visibility and improved knowledge about the EU through website, publications, conferences, workshops and media coverage of these events.</li> </ul>	20 points
<p><b>3. Quality, importance, and relevance of the proposed programme of academic exchanges with the EU, and contribution to the effectiveness of the network of EU Centres</b>, demonstrating in particular a capacity to:</p> <ul style="list-style-type: none"> <li>– build on established international links with other academic and research institutions including ongoing collaboration with universities in EU Member States;</li> <li>– act within a network with links to other Centres and to other domestic academic and research institutions.</li> </ul>	15 points
<p><b>4. The cost effectiveness in the implementation of activities proposed and the quality of the organisational structure and working arrangements</b> envisaged for the delivery, monitoring of, and reporting on the activities programmed. In the case of an application by a consortium, partnership or network, the assessment will include the internal coordination arrangements.</p>	20 points
<p><b>5. The degree of commitment of the host University (and possibly other partner institutions)</b> to support and encourage the Centre both financially and in terms of accommodation and logistical support.</p>	5 points
<p><b>6. The capacity to mobilise external funding</b> and other resources to supplement Commission financial support after the end of the action and the seriousness of self-sustainability prospects.</p>	5 points
<b>TOTAL</b>	<b>100 points</b>

## **B) Award criteria for the selection of the EU Centres Networking and Outreach Coordinator in Australia:**

Applicants for the establishment of an EU centre in Australia may also choose to apply for additional funding for the coordination of networking and outreach activities.

Only applications selected as EU Centres in Australia, in accordance with the criteria above, will be considered.

<b>Criteria</b>	<b>Points (max)</b>
1. The ability to act as a coordination point at national level for organising networking between Centres and on outreach issues	10 points
2. Quality and relevance of the proposed program of networking and outreach coordination activities, demonstrating in particular a capacity to achieve significant and sustainable impact and add value to the activities of EU	10 points
3. Cost effectiveness in the implementation of activities proposed and particularly in the administration and working methods envisaged for the delivery, monitoring and reporting of networking and outreach activities programmed	10 points

The applicant receiving the highest score will be selected as Networking and Outreach Coordinator. Proposals which receive fewer than 15 points will not be selected as Networking and Outreach Coordinator.

### ***Documentation to be provided (see Grant application form and Narrative proposal form in annex):***

- **Development** of a strategic vision and work plan for each of the objectives set out in section 3:
  - (i) demonstrating how the activities of the EU Centre will add value and build on already existing activities,
  - (ii) explaining how the project will achieve significant impact and visibility,
  - (iii) outlining actions to be taken during the inception phase to establish the Centre;
  - (iv) including a draft programme of activities for the first year of operation,
  - (v) outlining a programme for the subsequent years of operations,
- **Description** of the role, status and qualifications of associated partner institutions, where appropriate.
- **Description of the organisational and decision making structure and of working arrangements**
- **Description of the support offered** by the host University and, where appropriate, by the Partner institutions
- **Indication of Prospects for sustainability:** Assuming completion of grant agreement, explain how the EU Centre's activities can be continued without financial support by the European Commission. In particular, indicate how the participating institutions would plan to attract support, in order to ensure long-term sustainability of the EU Centre.

## **6. FINANCIAL CONDITIONS**

### **6.1 GRANT AGREEMENT**

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The award of a grant does not establish an entitlement to provide funding after the closure of the grant agreement.

The allocated amount may not exceed the amount requested.

The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The bank account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the pre-financing payment (see below).

### **6.2 PAYMENT PROCEDURES**

In the event of award by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission which will sign it. A pre-financing may be transferred to the beneficiary. When making the pre-financing, the European Commission may request an appropriate guarantee if needed. Pre-financing is intended to provide the beneficiary with the funds needed to cover the costs incurred by the beneficiary until interim payments are made.

The Commission will then make interim payments following approval of interim reports, which are intended to cover the beneficiary's expenditure on the basis of a statement of account when the action has been partly carried out.

The amounts of the pre-financing and of the interim payments will depend upon the planned and actual implementation of the budget respectively. In the context of a 54 month grant agreement, the order of magnitude of the pre-financing and of each of the three annual interim payments is 20% of the total budget.

At the end of the grant agreement, the Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports.

### **6.3 AUDIT REPORT**

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.

### **6.4 DOUBLE FINANCING**

Projects may not benefit from any other Community funding for the same activity. For example, activities carried out by the EU Centre as regards Objective 3 "Academic exchanges with the EU" may not benefit from additional funding under other projects funded by the European Commission (e.g. through the Erasmus Mundus programme or bilateral cooperation projects funded by the Industrialised Countries Instrument). Of course, this does not prevent the participation of the grant beneficiary in other programmes sponsored by the European Commission. But it means that the eligible costs can be reported only once, and that the co-funding cannot be provided in the form of another grant from the European Commission.

## **7. SUBMISSION OF THE PROPOSALS**

### **7.1 PUBLICATION**

The call for proposals is published on the Internet site of the European Commission's Directorate General for External Relations and on the Internet site of the EC Delegations in Australia and in New Zealand.

### **7.2 APPLICATION FORM AND SUPPORTING DOCUMENTS**

Grant applications must be drawn up in English, using the form specifically designed for this purpose. See Annex. Please note that only typed applications will be considered.

The following documents must be supplied (see also list in the Grant application form):

- Grant application form
- Narrative application form
- Documents required to assess the eligibility of the application (see section 5.1)
- Documents required to assess the application against the exclusion criteria (see section 5.2)
- Documents required to assess the compliance of the application with the selection criteria (see section 5.3)
- Documents required to assess the application against the award criteria (see section 5.4)
- Legal entity form
- Financial identification form

### 7.3 SUBMISSION OF THE APPLICATION

Applications should be submitted at the earliest date possible, but must be received no later than **26 June 2009** at 16:00 Central European Time (Brussels / GMT + 1).

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in **one original clearly identified as such, plus 5 copies** and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications which are submitted after the deadline will not be considered. Applicants are responsible for tracking the mailing of their proposals.

Applications must be sent by express mail/courier service to the following address:

European Commission  
Directorate General for External Relations  
Directorate C, Unit for Relations with Japan, Korea, Australia and New Zealand  
**For the attention of Ms Laura Fiore (Office: CHAR 14/153)**  
**Ref: EU Centres Australia/New Zealand**  
c/o Central mail service  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

In the case of hand delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The central mail service is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and EU Public holidays<sup>5</sup>.

**In addition, applicants for EU Centres in Australia/New Zealand must submit an electronic copy of their application at the following address: ([RELEX-EUCentres2009@ec.europa.eu](mailto:RELEX-EUCentres2009@ec.europa.eu))**

However, applications sent by e-mail will be accepted only if they are backed up by an original (signed) application submitted before the deadline.

No changes to the applications can be made after it has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

### 7.4 TIMETABLE FOR THE SELECTION PROCEDURE

The indicative timetable for the selection procedure is the following:

- **July-September 2009:** evaluation of the proposals received;
- **October 2009:** communication of the award decision to applicants. All applicants will be informed in writing of the outcome of the selection procedure.
- **November 2009:** signing grant agreement for the selected proposals.

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<sup>5</sup> 1, 21, 22 May and 1 June 2009

## **7.5 CONTACTS**

If you have any questions, please contact one of the following persons before 5 June 2009:

### **In Brussels :**

Ms Laura Fiore ([RELEX-EUCentres2009@ec.europa.eu](mailto:RELEX-EUCentres2009@ec.europa.eu))

or

Mr Reginald Soenen ([RELEX-EUCentres2009@ec.europa.eu](mailto:RELEX-EUCentres2009@ec.europa.eu)) as regards financial aspects

### **At the Delegation of the European Commission in Canberra:**

Ms Lynne Hunter ([Lynne.Hunter@ec.europa.eu](mailto:Lynne.Hunter@ec.europa.eu))

### **At the Delegation of the European Commission in Wellington:**

Mr George Cunningham ([George.Cunningham@ec.europa.eu](mailto:George.Cunningham@ec.europa.eu))

## **8. PUBLICITY**

The Commission shall have the right to publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding

Beneficiaries must clearly acknowledge the European Commission contribution in all publications and in conjunction with all activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

## **9. OTHER PROVISIONS**

### **9.1 MANAGEMENT AND GOVERNANCE OF THE EU CENTRE**

The operational and financial management procedures of the European Commission that will apply to the Centre (e.g. submission and approval of work programmes, reporting, etc.) are provided in the draft grant agreement in annex. At least one full time equivalent person should be appointed for the management of the EU Centre, and at least one full time equivalent person should be appointed for the daily administrative and financial management of the EU centre.

As regards the internal management procedures of the EU Centre, the applicant shall describe the governance and management procedures that the Centre will implement to ensure that it fulfils its contractual obligations and its stated objectives, achieves the timely and quality delivery of its activities and interacts efficiently with partners and with the Commission.

These arrangements may include an Advisory Board or Steering Committee that will provide advice on the strategic development of the EU Centre. These structures should aim at striking a balance between representatives of the Centre's stakeholders. For that purpose, it may include the Director of the Centre, a comparable number of members designated by (i) the Delegation of the European Commission and (ii) the host university, as well as representatives of institutions outside the host university (other donors or partner institutions).

The role of the advisory board might be to provide strategic guidance on key priorities and initiatives for developing the Centre's activities, on solutions to broaden the funding base of the EU Centre in order to ensure its self-sustainability, and on means to strengthen links with the business, media and research communities.

The EU Centre will operate under national law on a non-profit basis.

## **9.2 No RESEARCH OR CURRICULUM DEVELOPMENT AWARDS FOR EU CENTRE STAFF**

To avoid conflicts of interest, EU Centre Directors and other staff working directly for an EU Centre may not receive individual research or curriculum development awards/prizes made by the Centre using project funding.

## **9.3 DATA PROTECTION**

Any personal data of the applicant shall 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. It shall be processed solely for the purposes of the performance, management and follow-up of the Contract by the European Commission without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with Community law. The applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete.

In accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council, for the purposes of safeguarding the financial interests of the Communities, personal data of the applicants may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

## **ANNEXES**

- 1) Grant application form
- 2) Narrative proposal form
- 3) Legal identification form
- 4) Financial identification form
- 5) Guidelines for applicants
- 6) Draft grant agreement
- 7) Partnership Framework between the EU and Australia
- 8) EU-New Zealand Joint Declaration on Relations and Cooperation
- 9) Report of September 2004 on the evaluation of the EU Centres initiative