

**Information Workshop
Mediterranean Sea Basin ENPI CBC Programme 2007-2013
Call for Strategic Projects
Tel Aviv 13 June 2011**

Agenda

TIME	EVENT & FACILITATOR
09.30-10.00	<i>Registration and Coffee</i>
10.00-10.20	<i>Introduction/Welcoming Remarks – NCP Israel, EU Delegation, JMA, RCBI</i>
10.20-10.50	Session 1 - Introducing the Programme and the Call for Strategic Projects
10.50- 11.20	Session 2 - Topics for Strategic Projects
11.20- 11.40	<i>Coffee/Tea Break</i>
11.40-12.10	Session 3 - Questions & Answers
12.10-12.30	Session 4 - Becoming familiar with the application pack and the concept note
12.30-13.30	<i>Lunch</i>
13.30 -14.00	Session - Working with Partners
14.00-15.15	Session 5 - Developing ideas and proposals for ENPI CBC Strategic projects
15.15-15.30	<i>Conclusions/Evaluation</i>



ENPI CBC MED

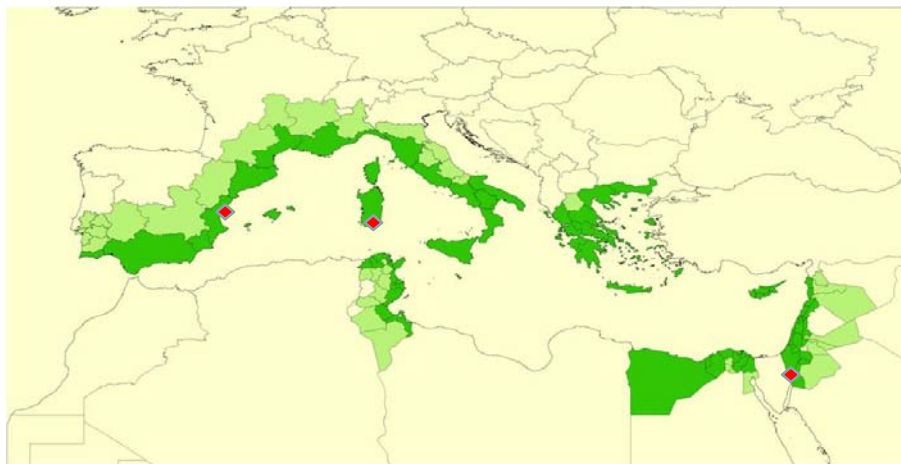
Programme overview and main results of the first call for standard projects

JMA staff

Tel Aviv, 13 June 2011



Programme overview Cooperation area



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Programme overview

Cooperation area (2)



Eligible territories: 14 Countries and 76 regions

Countries which have signed the Financing Agreement with the EC by the 31st of december 2009:

Palestinian Authority, Egypt, Israel, Lebanon, Jordan, Syria and Tunisia. These Countries can receive funds for projects approved within call for proposals and jointly implemented with actors coming from EU Countries: **Cyprus, Spain, France, Greece, Italy, Malta, Portugal**

Population: 110 million inhabitants

Programme overview

Guiding principles



Co-ownership

Common benefits

Partnership

Co-financing

Territorial dimension

Competitiveness of the region

Programme overview

Main features



Operational Programme officially approved in August 2008

4 Priorities and 10 measures

€173,6 million euro of which:

➤ €156,2 million for projects

➤ €17,4 million for technical assistance

€15,6 million shall be provided as national co-funding (at least 10% at project level)

Languages: English, French, Arabic

Joint Managing Authority: Regione Autonoma della Sardegna

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Programme Implementation

Standard and Strategic projects



Standard projects: total budget €93,7 million

Minimum: €500.000 Maximum: €2.000.0000 / At least 3 Countries

Standard projects aim to encourage joint initiatives prepared by partners including public and private actors in the cooperation area

Strategic projects: total budget €62,5 million

Minimum: €2.000.0000 Maximum: €5.000.0000 / At least 4 Countries

Strategic projects shall be fully compliant with the main political initiatives and contribute/participate to the achievement of the long-term political goals set in the framework of the Euro-Med Partnership

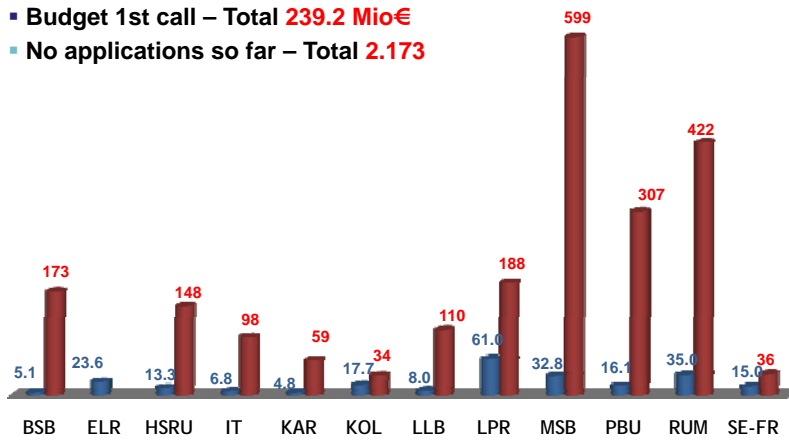
6



ENPI CBC First calls for proposals Submitted proposals per Programme



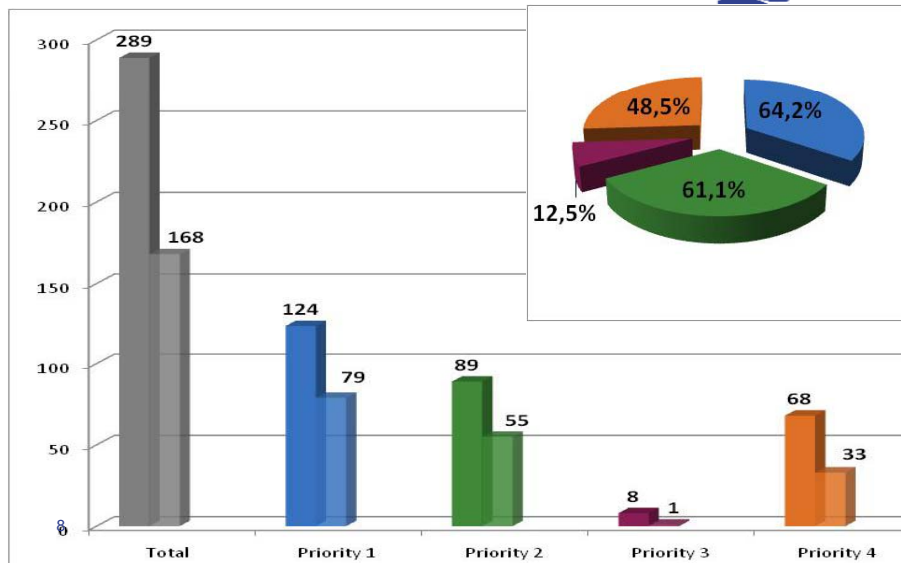
- Budget 1st call – Total **239.2 Mio€**
- No applications so far – Total **2.173**



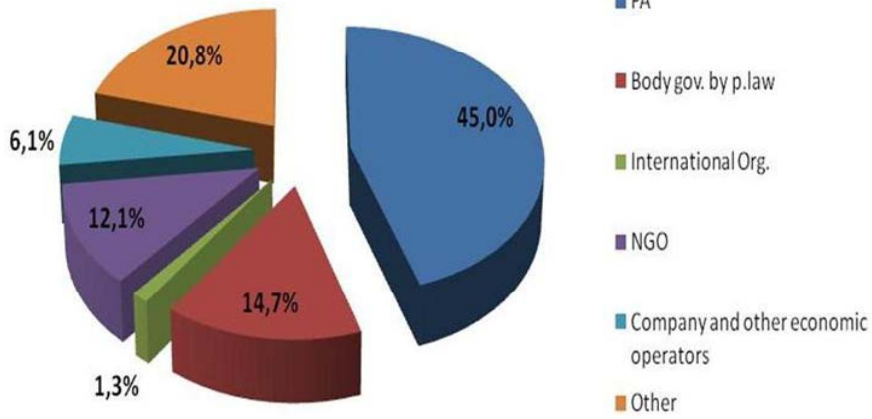
Source: Sharing Expertise ENPI CBC



First call standard projects Proposals submitted to the quality assessment and proposals above all thresholds by Priority



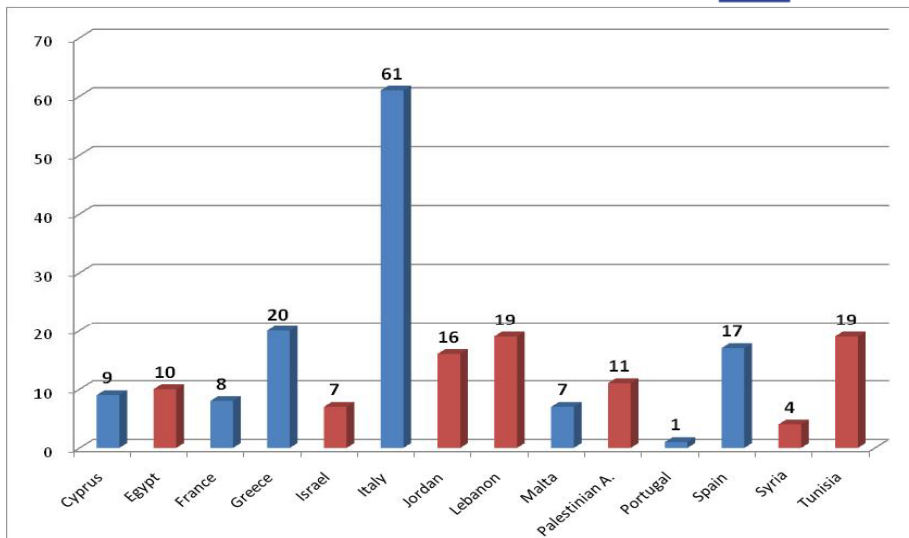
First call for standard projects Participation by typology



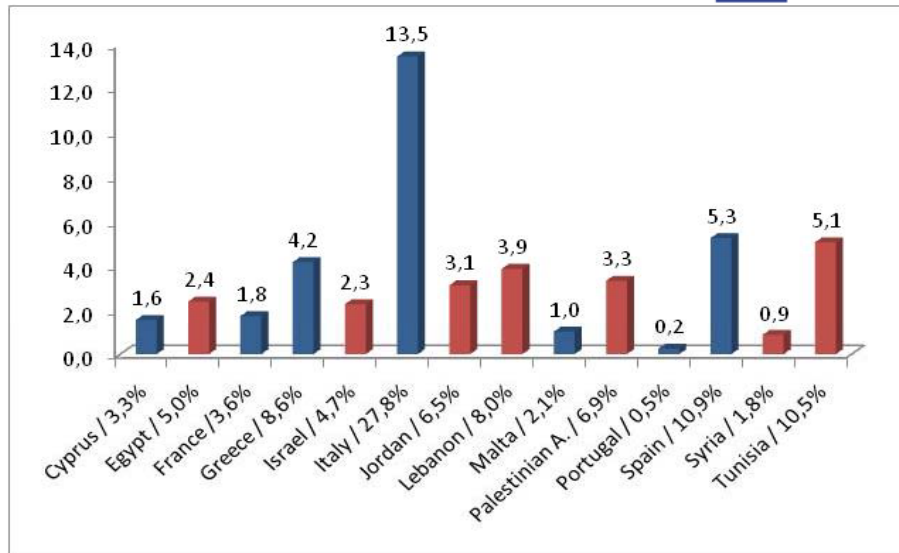
9



Proposals under negotiation (31) Applicants/Partners per Country



Proposals under negotiation (31)
Indicative financial allocation per Country





ENPI CBC MED

First call for strategic projects

Call overview

JMA staff

Tel Aviv, 13 June 2011



Objectives



Overview of the **Application Pack** (Guidelines for Grant Applicants, CN and FAF)

Main **rules**

Terms of References (ToRs)

Evaluation **criteria** (Concept Note)

Indicative **timetable**

Concept Note **model form** presentation

2



Definition of the Application Pack

Main steps



Identification of the strategic topics: 2009

Experts working group: First meeting - 15 October 2010

Preliminary analysis and identified criteria discussed in Valencia - 13/14 December 2010

Preliminary national feedbacks after Valencia - 15 January 2011

Experts working group: Second meeting - 25 January 2011

National questionnaires on the identified specific objectives

NCPs meeting: 31 March 2011

JMC meeting (Marseille): 13/14 April 2011

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Main documents



Call for proposals underlining the priorities, topics and the available budget;

Guidelines for grant Applicants meant for supporting Applicants in project design and development;

Annex A : **Concept Note** (including also Check list)
Declaration by the Applicant (for Concept Note)

Annex B: **Full Application Form** (including also Annex III - Budget for the project, LF Check list)
Declaration by the Applicant (for Full Application Form)
Partnership Statements

Annex C: **Documents for the Eligibility verification**
Legal entity Sheet
Financial Identification Form
State Aid Declaration

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Main documents



Guidelines for grant Applicants meant for supporting Applicants in project design and development;

Annex D: **Grant contract (special conditions)** and related annexes

Annex E: **Daily allowance rates** (Per Diem)

Annex F: **Project Cycle Management Guidelines**

Annex G: **Guidelines for drafting the Partnership Agreement**

Annex H: **Thematic annexes to the ToRs**

Annex I: **Indicative list of relevant EU and other thematic projects and programmes**

Annex J: **Glossary**

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Definition of the strategic projects

Some features



Strategic projects shall be fully compliant with the main political initiatives and **contribute/participate** to the achievement of the **long-term political goals** set in the framework of the **Euro-Med Partnership**

Logical Frameworks on objectives, expected results and a limited number of indicators (9 for *Priority 1* and 8 for *Priority 2*)

Indicative list of initiatives implemented at Mediterranean Sea Basin Level by the EU and other International Donors included as Annexes to the Guidelines for Applicants

Key role of BOs and NCPs in the information and communication activities

Simplified and improved Application Pack capitalising on lessons learnt during the selection procedure of the first call for standard projects

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Main features of the Call



Two steps procedure - Concept Note (70 days)+Full Application Form (45 days)

English or French as project languages

Key role of the **Applicant / Beneficiary** directly responsible for the preparation and management of the project, not acting as an intermediary

Project management team sharing problems and solutions step by step

At least **4 countries** represented (1 EU Med country and 1 Med partner country)

Full, active and balanced participation of all partners: No more than 30% of the budget for each participating organisation

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Main eligibility rules (1)



Applicants must be based in an eligible regionministries and other national public administrations of the participating countries located outside the eligible territories

Total eligible budget costs within 2.000.000 and 5.000.000 euro

The planned duration of a project must be between **24** and **36** months

Application shall address **only one specific objective** within the selected topic and consider the relevant expected results and indicators

One organisation can choose to participate **per each topic** according to two different options:

Once as Applicant
or
Twice as partner

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Main eligibility rules (2)



At least 50% of the total eligible budget costs of the project shall be dedicated to activities implemented in the Mediterranean Partner Countries

Two options available:

foresee to allocate at least the 50% of the budget costs to the partners from the Mediterranean Partner Countries

or

in case the financial allocation to partners from Mediterranean Partner Countries is lower than the said minimum percentage, the difference up to the 50% shall be justified by activities implemented by EU Applicant or partner/s and/or International Organisations in the Mediterranean Partner Countries.

Only projects whose immediate **objective is non-commercial** are eligible

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ToRs (1) Priority 1 – Agro-food



General objective

Implementation of strategic partnerships and projects in the agro-food sector towards sustainable economic development of Mediterranean countries and territories

Specific objectives

Improving the decision making-process for local stakeholders in territorial planning

Enhancement of Cluster-Based Economic Approach (CBEA) capitalizing on successful management systems

Increased awareness of the Mediterranean Diet

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ToRs (2) Priority 1 – Sustainable tourism (1)



General objective

Promoting cross-border cooperation to maximize and diffuse economic benefits

Specific objectives

Promoting coordinated actions on the supply side aimed at increasing the share of tourism receipts that benefits the economies of the Mediterranean countries and region

Increasing the competitiveness [...] adopting region-wide actions and standards aimed at improving the endowment of skills required by the tourism sector

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ToRs (2) Priority 1 – Sustainable tourism (2)



General objective

Sustaining the economic benefits from tourism development in the long-run enhancing cultural and natural heritage through cross-border cooperation

Specific objectives

Ensuring a better governance at the appropriate levels aimed at minimizing irreversible damage from tourism development

Adopting coordinated actions aimed at achieving a better seasonal and geographical spread of tourism arrivals, as well as improving territorial cohesion, through product diversification [...] and by addressing accessibility and connectivity issues in the Mediterranean Sea Basin

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ToRs (3) Priority 1 – ICZM



General objective

Promoting a more strategic approach for the ICZM implementation in the Mediterranean basin through cross-border cooperation

Specific objectives

Strengthening the ICZM approach at cross-border level by improving the integration of coastal zone related policies within territorial socio-economic development planning through a common approach among actors at different levels

Promoting the implementation of the eco-system approach in order to prevent negative impacts on coastal and marine environment

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ToRs (4) Priority 2 – Water management



General objective

Promoting cross-border cooperation to improve integrated water resources and demand management, supporting agricultural development by ensuring its water needs

Specific objectives

Promoting balance between supply and demand by stabilizing water demand

Promoting the integrated management of watersheds and adjacent areas

Supporting innovative technologies encouraging water use efficiency, wastewater treatment and re-use,

14



ToRs (5) Priority 2 – Waste treatment and recycling



General objective

Promoting cross-border cooperation to contribute to an established environmentally sound waste management system, focusing on prevention, reuse, recycling and sustainable treatment

Specific objectives

Enhancing governance and participation [...] in order to improve the waste management institutional set-up

Reducing the waste generation at Mediterranean level focusing on the waste origin with particular attention on ship generated waste

Developing an integrated and environmentally sound waste management system, ensuring treatment and recycling, through the exploitation of innovative technologies and sustainable methods for waste treatment and recycling

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ToRs (6) Priority 2 – Solar Energy



General objective

Promotion of know-how, good practices and technology transfer in the field of solar energy in the Mediterranean region through cross-border cooperation

Specific objectives

Promotion and implementation of innovative technologies and know-how transfer in the field of solar energy

Raising public awareness on energy efficiency through the transferability and implementation of good practices in legal, regulatory, economic, and organizational issues including the promotion of new financing mechanisms to facilitate the take up of solar technologies

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Evaluation criteria Concept Note (1)



Minimum threshold for the Concept Note: 30 / 50
Minimum threshold for the Relevance section: 20 / 30

Relevance

How relevant is the proposal at Mediterranean Sea Basin level to the thematic objectives of the Call for Proposals?

How relevant at cross border level is the proposal to the particular needs and constraints of the target country(ies) or region(s)?

How clearly defined and strategically chosen are those involved (final beneficiaries and target groups)? Have their needs been clearly defined and does the proposal address them appropriately?

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Evaluation criteria Concept Note (2)



Relevance

How relevant is the partnership in relation to the proposed project, and in particular, to its objectives and expected results?

How well does the proposal demonstrate an innovative cross border character in relation to the concerned targeted topic? (i.e. innovative approaches, tools, products, services, new technologies, features etc. are applied)

How clearly defined are synergies with other major initiatives and, in particular, EU and national funded projects addressing the same problem at national, regional level both in EU MC and MPC?

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Evaluation criteria Concept Note (3)



Design

How coherent is the overall design of the project? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?*

Is the project feasible and consistent in relation to the specific objective and expected results?*

*These scores will be multiplied by 2 in view of their importance

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Indicative timetable (1) Depending on the number of Concept Notes received



Call for strategic projects open (**5th May / 14th July**) (70 days)

STAGE 1 - Concept Note

Opening and administrative check completed by **mid-August** (30 days)

PSC and JMC information on the outcomes of the opening and administrative check **late August**

Concept Notes evaluation available by **mid-September** (21 days)

EC inter service consultation on preselected Concept Notes

PSC meeting - Approval **Evaluation Report 1 (last week of September)**

JMC meeting and decision end of October

Notification to Applicants and invitation to submit the Full Application Form (45 days) and supporting docs (additional 45 days)

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Indicative timetable (2)



STAGE 2 – Full Application Form

Submission of the Full Application Form (**end of Oct. / mid-Dec.**) (45 days)

Opening and administrative check completed by **mid January**

PSC and JMC information on the outcomes of the opening and administrative check (**third week of January**)

FAF evaluation closed by the **end of January** (15 days)

PSC meeting - **Approval Evaluation Report 2** (administrative and quality evaluation) (**third week of February**)

JMC information on the outcomes and information to the provisionally selected Applicants

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Programme
Investing in
the Mediterranean

Indicative timetable (3)



STAGE 3 - Eligibility check

Eligibility check (30 days) closed by the **third week of March**

PSC meeting - **Approval Final Evaluation Report** (**first week of April**)

EC consultation on the preselected projects

JMC meeting and decision on the list of projects (end of April)

Notification to all Applicants and Negotiation with potential beneficiary (Grant Contract and Partnership Agreement) (90 days)



Programme funded by the
EUROPEAN UNION



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN

Contracting Authority: Joint Managing Authority: Autonomous Region of Sardinia

**Cross-Border Cooperation within the European
Neighbourhood and Partnership Instrument (ENPI)
Mediterranean Sea Basin Joint Operational Programme
EC Decision C (2008) 4242**

Restricted Call for proposals

First stage: Concept Note

Only valid for strategic projects

Reference: First call for proposals for strategic projects

Title of the project:	
Acronym:	
Priority and topic:	
Official name of the Applicant organisation (original language):	
Translation in English:	
Nationality of the Applicant:	
Location(s) of the project (specify country(ies)):	
Project duration (in months):	

(for JMA use only)

Reference N°	Date of Dispatch
--------------	------------------

Project:
Acronym:



Contact details of the Applicant

Official name of the
Applicant organisation:

Translation in English:

Number and Street or PO Box:

City:

Postal Code:

Country:

Telephone: country code + number:

Fax: country code + number:

Email address:

Legal representative

Please make sure that the person indicated here is legally empowered to represent the institution. It should furthermore be the person signing the Declaration by the Applicant, the Partnership Agreement and then later on the Grant Contract.

Name:

Position:

Telephone: country code + number:

Fax: country code + number:

Email address:

Contact person

Only if different from legal representative

Name:

Position:

Telephone: country code + number:

Fax: country code + number:

Email address:

Any change in the addresses, phone numbers, fax numbers and in particular email,
must be notified in writing to the Joint Managing Authority.
The Joint Managing Authority will not be held responsible in case it cannot contact an Applicant.

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your Concept Note will be processed in accordance with Italian personal data protection code (Legislative Decree n.196/2003). Your replies to the questions in this form are necessary in order to assess your Concept Note and they will be processed solely for that purpose by the Joint Managing Authority. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Joint Managing Authority. Beneficiaries may lodge a complaint against the processing of their personal data with the Guarantee Institution for the protection of personal data (Garante per la Protezione dei Dati personali).



Project:

Acronym:

1. Basic project information

1.1 Summary

The elements assessed on the basis of the Concept Note (partnership composition, specific objective and expected results) may not be modified by the Applicant in the Full Application Form.
(See par. 4.1.1 of the “Guidelines for grant applicants”)

Total duration of the project (in months):

Priority and topic the project is contributing to

Specific objective of the ToRs

Target groups

“Target groups” are the groups/entities who will be directly positively affected by the project at the project purpose level.

Final beneficiaries

“Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large”

Main expected results

Total eligible cost



Project:

Acronym:

1. 2 Partnership

One organisation can participate only to one (1) project per topic either as Applicant or as partner. In case it participates to more than one (1) project for each topic, all concerned projects will be considered ineligible under this call (See par. 3.2.1 of the “Guidelines for grant applicants”)

Applicant

Name of the organisation
(Traslation in English):

Legal status:

Specify the legal status:

Country:

Region:

National Registration number:

Partner 1

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region:

Eligible

Adjoining

National Registration number:

Partner 2

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region:

Eligible

Adjoining

National Registration number:



Project:

Acronym:

Partner 3

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 4

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 5

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:



Project:

Acronym:

Partner 6

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 7

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 8

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:



Project:

Acronym:

Partner 9

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 10

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 11

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Project:
Acronym:



Partner 12

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 13

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:

Partner 14

Name of the organisation in English:

Legal representative:

Legal status:

Specify the legal status:

Country:

Region:

Type of region: Eligible Adjoining

National Registration number:



Project:

Acronym:

1. 3 Budget of the Project

Total eligible costs of the project (A)

Requested Programme contribution (B)

% of total eligible costs of the Project $(B/A) \times 100$ %

2. Relevance of the project

2.1. Location of the project activities

Please specify the proposed activities in relation to the identified country(ies) and region(s)



Project:

Acronym:

2.2. Specific objective and expected results

Describe the project specific objective and the expected results to be achieved.

Underline the cross-border dimension of the specific objective and expected results of the project at Mediterranean Sea Basin level.



Project:

Acronym:

2.3. Relevance of the partnership

Please present the composition of the partnership and justify how it is appropriate to implement the activities and to achieve expected results. Partnership relevance must be described according to its:

- institutional status and role in the national frameworks
- expertise and territorial competence relevant to the scope
- role in proposing, setting up and implementing policies and/or strategies for the territories and matters addressed by the proposed project
- capacity to mobilise target groups / stakeholders
- transnational involvement/role in international (EU and non) networks on the matters addressed by the proposed project, permanent partnership (beyond specific co-operation projects), institutional agreements, etc.
- capability of awareness raising and spreading of the achievements

Demonstrate how and why the cross-border nature of the partnership brings a real added value for carrying out the activities of the project.

If the partnership includes partners coming from adjoining regions, please describe the added value of their participation and motivate their contribution in relation to the implementation of the project and the achievement of expected results.



Project:

Acronym:

2.4. Relevance to the targeted topic of the call for proposals

Demonstrate the relevance of the project to the targeted topic explaining the cross-border impact at Mediterranean Basin level.

Project:

Acronym:



2.5. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors

- Identify clearly the specific pre-project situation in the target countries, regions and/or sectors (include quantified data analysis where possible).
- Provide a detailed analysis of the problems to be addressed by the project and how they are interrelated at all levels.
- In addressing the point above, refer to any significant plans undertaken at national, regional and/or local level relevant for the project and describe how the project will relate to such plans.

Project:

Acronym:



2.6 Relevance to the target groups and final beneficiaries, their needs and constraints and how the project will address these needs

- Provide a detailed description of the target groups and final beneficiaries and estimated number.
- Identify the perceived needs and constraints of the target groups.
- Demonstrate the relevance of the project to the needs and constraints of the target groups / final beneficiaries in general, and how the project will provide the desired solutions, in particular for the targeted beneficiaries.
- Explain any participatory process ensuring participation of target groups and final beneficiaries.

Project:

Acronym:



2.7 Innovative character

Demonstrate that the project is innovative in relation to the targeted topic and territories

2.8 Synergies with other initiatives/projects

- Define synergies with other major International and, in particular, EU - and specifically ENPI CBC MED - funded projects addressing the same problem at national and cross border level.
- Where the project is part of a larger programme, clearly explain how it fits or is coordinated with this programme or any other planned project. Specify the potential synergies with other initiatives, in particular from the European Commission

Project:

Acronym:



3. Design of the project

3.1 The methods of implementation and reasons for the proposed methodology

- where the project is the prolongation of a previous project, explain how the project is intended to build on the results of this previous project. Give the main conclusions and recommendations of evaluations that might have been carried out (lessons learned).
- the role and participation in the project of the various actors and stakeholders (applicant, (local) partner(s), target groups, local authorities, etc.), their added value and the reasons for which these roles have been assigned to them.
- the attitudes of all stakeholders towards the project in general and the activities in particular.
- describe external factors to be taken into account.

Project:

Acronym:



3.2 Feasibility of the project

Provide a brief description of the proposed activities including, where relevant, background information that led to the presentation of this proposal. This should include:

- a description of the general objective of the project, duration and quantified outputs.
- a description of the proposed activities and their effectiveness.
- involvement of any implementing partners, their role and relationship to the applicant.
- other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.
- the current maturity of the project from the technical (feasibility studies, designs, etc), financial (financing secured), and administrative (authorisations, EIA, land purchase, etc) point. Provide official references of the the mentioned documents.
- a broad time frame.

Project:
Acronym:



Checklist for the Concept Note

Before sending your Concept Note, please check that each of the following points is complete and respects the following criteria:

PART 1 (ADMINISTRATIVE)

1. The Concept Note published for this call for proposals has been used and it has been submitted within the set deadline	
2. The instructions for Concept Note, published for this call for proposals, have been followed	
3. The Declaration by the Applicant in original has been filled in, stamped, dated, on headed paper and hand written signed and refers to the submitted project (electronic and scanned signature are not allowed and will lead to the rejection of the Concept Note)	
4. The Concept Note is fully typed in English or in French	
5. One (1) original and one (1) copy are included	
6. An electronic version of the Concept Note is enclosed (CD-Rom, USB) and is identical to the submitted paper version	
7. The Applicant organisation does not participate either as Applicant or Partner in any other project proposal within the chosen topic	

PART 2 (TECHNICAL)

8. The project will be implemented in eligible territories (eligible and adjoining regions)	
9. The duration of the project is between 24 months and 36 months	
10. The requested contribution is not higher than 90% of the estimated total eligible budget costs	
11. The total eligible budget is between 2 and 5 million Euro	
12. The partnership represents at least four (4) participating countries including at least one (1) partner representing one (1) Mediterranean Partner Country and one EU Mediterranean Country	
13. The Applicant is based in an eligible region (Applicants from adjoining regions are not eligible) or is a ministry or national public administration based in one eligible country or is an International organisation	
14. The Concept Note is specifically targeting only one (1) Priority and one (1) topic	

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible.



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN



Programme funded by the
EUROPEAN UNION

HOW TO FILL IN THE CONCEPT NOTE

PRACTICAL INSTRUCTIONS

FIRST CALL FOR STRATEGIC PROJECTS

05.05.2011

INTRODUCTION

These practical instructions aim at supporting Applicants in filling in, check and validate the Concept Note to be submitted along with the Declaration by the Applicant (first stage).

Please, refer to the Guidelines for Grant Applicants for detailed information on rules and procedures applying to this first Call for Strategic Projects.

The Concept Note must be submitted using the PDF forms available in English or French in the Programme website www.enpicbcm.eu.

Different forms will not be accepted nor evaluated.

The official forms can be typed using any PDF viewer application, but we strongly recommend to use the latest available free versions of the Adobe Reader software¹.

The Concept Note consists of an introductory overview section and three specific sections:

- **Section 1** - Basic project information
- **Section 2** - Relevance of the project
- **Section 3** - Design of the project

All sections and fields must be completed in order to validate your Concept Note and successfully submit your project proposal in both paper and electronic version: since **both versions must be identical**, please verify that these have the same date and time after the validation (see also page 9).

Some sections of the format contain a drop-down menu. Other sections require you to enter text or numbers in the boxes, where you can write directly or copy and paste from an existing document. Please note that the format of the text (font, size, style) cannot be modified.

The size of the text boxes available for each section is predefined depending on the different information required.

It is not allowed to include graphs, images or diagrams. Further documents or annexes will not be taken into consideration. The only admitted annex is the “additional partners” form available upon request in case the number of partners exceeds the 14 allowed by the Concept Note form.

Intermediate versions of the file can be saved anytime before validating your final version Concept Note.

The following code will appear once the Concept Note is finally validated:

Acronym - Topic - year/month/day - hour ... : ... :

Please, check that the same code is exactly indicated in both electronic and paper version to be sent to the Joint Managing Authority.

The PDF file to be sent to the Joint Managing Authority, using a CD or USB, should be named mentioning the acronym and the topic chosen: “**Acronym_Topic.pdf**”

¹ <http://www.adobe.com/products/reader.html>

COVER PAGE

In this section you will be asked to provide the following information:

- **Title of the project:** please indicate the full title of your proposal. It should be short and concise, but comprehensive enough to reflect the main aims/contents of the proposed project.
- **Acronym:** on the basis of the project title, please assign an acronym or an abbreviation to identify your proposal. It should not repeat the project title. **Do not forget** to insert an Acronym otherwise you will not be able to validate your Concept Note.
- **Priority and topic:** please select the priority and topic under which you submit your project proposal. For further information regarding the priorities and topics, please refer to the Guidelines for Grant Applicants - section 2.

Acronym:	
Priority and topic:	--
Official name of the Applicant organisation (original language):	<ul style="list-style-type: none"> Priority 1 - Topic 1 - Agro-food industry Priority 1 - Topic 2 - Sustainable tourism Priority 1 - Topic 3 - Integrated Coastal Management Priority 2 - Topic 1 - Water management Priority 2 - Topic 2 - Waste treatment and recycling Priority 2 - Topic 3 - Solar energy
Translation in English:	
Nationality of the Applicant :	
Location(s) of the project :	

Please choose **ONE** topic from the drop-down menu.

- **Official name of the Applicant organization and translation in English:** indicate the full name of the organization and the department involved (as the case may be), both in original language and in English.
- **Nationality of the Applicant:** please specify the country in which the Applicant is registered.
- **Location of the project:** specify only the country or countries where the project activities will take place (e.g. Tunisia, Spain, Italy, Egypt, Lebanon) ensuring that they are included in the list of eligible countries (see Guidelines for Grant Applicants – section 3.1.1).
- **Project duration:** the total duration of the project is expressed in months and shall be between 24 and 36 months.

Title of the project:	
Acronym:	--
Priority and topic:	24
Official name of the Applicant organisation (original language):	25
Translation in English:	26
Nationality of the Applicant :	27
Location(s) of the project :	28
Project duration (in months):	29
	30
	31
	32
	33
	34
	35
	36
	36

Please select from the drop-down menu

CONTACT DETAILS OF THE APPLICANT

In this section you are required to insert all relevant contact information regarding the Applicant organization, its legal representative and the contact person.

The following information are required:

- **Applicant organisation:** this information will be transferred automatically from the Cover page.
- **Translation in English:** this information will be transferred automatically from the Cover page.
- **Number and Street or PO Box - City - Postal Code:** please specify the Applicants premises

Legal representative

Please make sure that the person indicated here is legally empowered to represent the institution. It should furthermore be the person signing the Declaration by the Applicant, then the Partnership Agreement and in case the Grant Contract.

Name:
 Position:
 Telephone: country code + number:
 Fax: country code + number:
 Email address:

Telephone and Fax Number – Make sure that the field **Country code** has been completed (e.g. 0033).

Include the city code before the number, and the extension number for the internal offices, if any, at the end. Example: 0033 (0)3.44.56.52

Contact person

Only if different from legal representative

Name:
 Position:
 Telephone: country
 Fax: country code +
 Email address:

Contact person – to be completed only if the Contact Person is different from the legal representative. Tick on this box to activate this section

Complete this section filling in the fields related to the Legal Representative and, if needed, the Contact person

The **Legal Representative**, as person legally empowered to represent the institution, signs the Declaration by the Applicant, the Partnership Agreement and, the case may be, the Grant Contract.

The **Contact person** will receive all relevant information/requests on the project sent by the Joint Managing Authority. Since clarifications will be requested only via email and via fax at the email address and fax number of the Applicant contact person indicated in the Concept Note, **make sure that fax number and email are correct and working.**

Any change in the addresses, phone numbers, fax numbers and email, must be notified in writing to the Joint Managing Authority. The Joint Managing Authority will not be held responsible in case it cannot contact an Applicant due to errors in the contact details.

BASIC PROJECT INFORMATION

In this section you should briefly present your project proposal, describing its main elements that will be further detailed in sections Relevance and Design of the project.

Please be aware that the **partnership composition, the specific objective as well as the main expected results may not be modified in the Full Application Form**, in case your project proposal is selected for the second stage.

The following information are required:

1.1 Summary

- **Total duration of the project:** this information will be transferred automatically from the Cover page.
- **Priority and topic:** this information will be transferred automatically from the Cover page.
- **Specific objective of the ToRs²:**

Priority and topic the project is contributing to

Priority 1 - Topic 1 - Agro-food industry

Specific objective of the ToRs

--

Improving the decision making-process...

Enhancement of Cluster-Based Economic Approach (CBEA)...

Increased awareness of the Mediterranean Diet...
purpose level

Please select **one Specific objective of the ToRs** from the available list related to the topic previously chosen in the Cover page. The full formulation is available for each topic under section 2 of the Guidelines for Grant Applicants. Once selected, it may not be modified from stage 1 (Concept Note) to stage 2 (Full Application Form).

- **Target groups:** see guidance in the Concept Note and the Annex J – Glossary of the Guidelines for Grant Applicants.
- **Final beneficiaries:** see guidance in the Concept Note and the Annex J – Glossary mentioned above.
- **Main expected results:** the expected results of the project to be listed here will be considered as part of the proposal that cannot be modified in the Full Application Form.
- **Total eligible costs:** this information will be transferred automatically from the section 1.3 - Budget of the Project.

² The Specific objective of the ToRs should be fully shared within the project partnership in order to best focus its content as specific objective of the project. This latter should be then described under section 2.2 of the Concept Note in connection with the expected results.

1.2 Partnership

The composition of the partnership presented in this section cannot be changed in the Full Application Form.

Moreover, the information provided in this section is relevant to check the eligibility of Applicants and partners, according to the criteria defined in the Guidelines for Grant Applicants (section 3).

As for the Applicant, the following information will be required:

- **Name of the organization**, translated in English: this information will be transferred automatically from the Cover page

- **Legal Status:**

Legal status:
Specify the legal status:
Country:
Region:
National Registration number:

Other (please specify)
--
International organisation
Ministry or other national public administration
Regional or local public administration
Body governed by public law
NGO
Company and other economic operator
Other (please specify)

Please select the **Legal Status** from the drop-down menu.
if you select **Other (please specify)** from the list of the Legal status this field will become editable

- **Country and region**

Specify the legal status:
Country:
Region:
National Registration number:

France
--
Corse
Languedoc-Roussillon
Provence-Alpes-Côte-d'Azur

Once you have chosen the **country** from the available list, you can selected the **region**. Please note that the two lists – country and region – are directly linked. Please note that for the Applicant the list of regions contains only “eligible regions”

Legal status:
Specify the legal status:
Country:
Region:
National Registration number:

--
Cyprus
--
Cyprus

For countries participating with the whole area, no specifications at regional level is included in the menu. The Country must be repeated twice.

Please note that:

- If you select **International Organisation** from the Legal status menu, the fields **Country and Region** will be automatically disabled;
- If you select **Ministry or other national public administration** from the Legal status menu, the field **Region** will be automatically disabled.

- **National Registration Number**

Please indicate any kind of official alphanumeric code assigned to identify organisations according the respective national system of registration. An indicative list of most common identification numbers could include fiscal registration numbers (e.g. VAT), insurance or social security codes, etc.

The reference to the “**national registration number**” remains open to all possible legal identification code adopted by each participating country.

Please be aware that this information is relevant in order to check the compliance with the eligibility of the organisation / project (sect. 3.2.1 of the Guidelines).

In order to fulfill the minimum requirement for participation under this Call for Proposals, this section must be filled in for the **Applicant and at least 3 Partners**.

For each additional Partner, please tick on this box to activate related fields


<input checked="" type="checkbox"/> Partner 4	Name of the organisation in English: <input type="text"/> Legal representative: <input type="text"/> Legal status: -- <input type="text"/> Specify the legal status: -- <input type="text"/> Country: -- <input type="text"/> Region: -- <input type="text"/> Type of region: <input type="radio"/> Eligible <input type="radio"/> Adjoining National Registration number: <input type="text"/>
------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please note that this Concept Note is structured for **maximum 14 partners**. In case the partnership includes more than **14 partners**, please use the **Additional partners form** available upon request to Joint Managing Authority.

As for the Partners, the following information are also required:

- **Legal representative:** please specify the name and the position/role of the person indicated, making sure that he/she is legally empowered to represent the institution. It should be furthermore the person authorised to sign the Partnership Statement and the Partnership Agreement, if required at a later stage of the procedure.
- **Type of region:**

Partner 1

Name of the organisation in English: <input type="text"/> Legal representative: <input type="text"/> Legal status: -- <input type="text"/> Specify the legal status: <input type="text"/> Country: Jordan <input type="text"/> Region: Al-Traflia <input type="text"/> Type of region: <input checked="" type="radio"/> Eligible <input type="radio"/> Adjoining National Registration number: <input type="text"/>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Please note that this field will be automatically completed once selected Country and Region

1.3 Total eligible costs:

- **Total eligible costs of the project (A)**
- **Requested Programme contribution (B)**
- **% of total eligible costs of the Project (B/A)**

The amount of total eligible cost will be automatically included in the field Total eligible cost of the section 1 “Basic project information”. Please complete the first two fields with the related amounts. The percentage of total eligible costs will be automatically calculated once completed the previous fields.

Acronym:



1.3 Budget of the Project

Total eligible costs of the project (A)	<input type="text" value="€5.000.000,00"/>
Requested Programme contribution (B)	<input type="text" value="€4.500.000,00"/>
% of total eligible costs of the Project (B/A)x100	<input type="text" value="90,00"/> %



A **warning message** will inform you in case the amounts are not between € 2 and € 5 million and/or the percentage exceeds the minimum requirements foreseen for the Budget. For more information please refer to the Guidelines for Grant Applicants.


2. Relevance of the project

2.1 Location of the project activities

Please specify in relation to the identified country(ies) and region(s) the proposed activities

Please fill in text boxes related to **Section 2 RELEVANCE OF THE PROJECT** and **Section 3 DESIGN OF THE PROJECT**, according to the instructions already included in the Concept Note under the title of each section.

CHECK LIST: please verify your Concept Note before filling in this section in order to make sure that your project proposal is complete and meets all the administrative and technical requirements defined in the Guidelines for Grant Applicants.

Asonym 

Checklist for the Concept Note
 Before sending your Concept Note, please check that each of the following points is complete and respects the following criteria.


PART 1 (ADMINISTRATIVE)

1. The Concept Note published for this call for proposals has been used and it has been submitted within the set deadline	<input checked="" type="checkbox"/>
2. The instructions for Concept Note, published for this call for proposals, have been followed	<input checked="" type="checkbox"/>
3. The Declaration by the Applicant in original has been filled in, stamped, dated, on headed paper and hand written signed and refers to the submitted project (electronic and so-called signature are not allowed and will lead to the rejection of the Concept Note)	<input checked="" type="checkbox"/>
4. The Concept Note is fully typed in English or in French	<input checked="" type="checkbox"/>
5. One (1) original and one (1) copy are included	<input checked="" type="checkbox"/>
6. An electronic version of the Concept Note (CD-Rom, USB) is enclosed and is identical to the submitted paper version	<input checked="" type="checkbox"/>
7. The Applicant organisation does not participate either as Applicant or Partner in any other project proposal within the chosen topic	<input checked="" type="checkbox"/>
8. All partners organisations are not participating in more than a nother project proposal within the chosen topic	<input checked="" type="checkbox"/>
9. The present Checklist and the Declaration by the applicant are filled in and sent with the Concept Note	<input checked="" type="checkbox"/>

PART 2 (TECHNICAL)

10. The project will be implemented in eligible territories (eligible and adjoining regions)	<input checked="" type="checkbox"/>
11. The duration of the project is between 24 months and 36 months	<input checked="" type="checkbox"/>
12. The requested contribution is indicated and is not higher than 90% of the estimated total eligible budget costs	<input checked="" type="checkbox"/>
13. The total eligible budget is between 2 and 5 million Euro	<input checked="" type="checkbox"/>
14. The partnership represents at least four (4) participating countries including at least one (1) partner representing one (1) Mediterranean Partner Country and one (1) EU Mediterranean Country	<input checked="" type="checkbox"/>
15. The Applicant is based in an eligible region (Applicants from adjoining regions are not eligible) or is a Ministry or national public administration based in one eligible country or is an International organisation	<input checked="" type="checkbox"/>
16. The Concept Note is specifically targeting only one (1) Priority, one (1) topic and one (1) specific objective within the chosen topic	<input checked="" type="checkbox"/>

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic blades or dividers). We also suggest you use double-sided printouts as much as possible.



conceptnote-validation PFP 4th call 5/2014 18

First call for proposal for strategic projects

After completing all fields, please click on the button **CHECK** in order to verify that all information / fields have been inserted. A warning message will inform you in case of any missing information. In that case, we suggest to print out the Concept Note, carefully check all fields, fill in any missing information and repeat the **CHECK** operation.

In case of positive **CHECK**, you can proceed with the validation clicking on the button **VALIDATE**. Once the validation is completed, a univocal code at the bottom of each page will be finally assigned to identify your Concept Note.

Please note that once the document has been validated, all the fields will be frozen and no more changes to the Concept Note will be possible.

Regional Capacity Building Initiative

Supporting partner country participation in ENPI CBC Programmes 2007 - 2013

Partners and cross-border cooperation

RCBI Information Event

Tel Aviv, 13 June 2011

*Mediterranean Sea Basin ENPI CBC Programme 2007-2013
Strategic Call for Proposals*



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What sort of partnership?

In any project at least four countries with at least:

- 1 partner from EU Mediterranean country
- 1 from Mediterranean partner country
- 4 partners and 4 countries in total



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Who can apply IN THIS CALL

- In the framework of this call for proposals, the Applicant (Lead Partner) shall probably be a public administration (at national, regional or local level), a body governed by public law or an international organisation.
- Project partners shall be either public or private entities.
- Applicants and partners must be established in the eligible territories of the countries participating in the Programme as indicated in the Guidelines.



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Note on private companies

- Participation of private companies and of other bodies defined as economic operators is subject to the following limitation:

the outputs of the project should not generate income during the project duration



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Organisations with head quarters outside eligible areas

- **Participation of Applicants not having their legal or main headquarter but a decentralised office or structure in the eligible regions is admitted provided that it has the capacity to undertake legal obligations and assume financial liability.**



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Roles of partners

- **Lead Partner:**
 - Applicant
 - Signs grant contract
 - Responsible for overall project implementation
- **Partners**
 - Partnership statement in application
 - Partnership agreement with Lead Partner
- **Jointly implement the action**



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Lead partner capacity

Lead partner should have:

- **Appropriate project management experience and track record**
- **Sufficient financial capacity**
- **Appropriate human resources**
- **Able to ensure results are sustained and project records are kept**



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Capacity of partners

Able to:

- **receive and and properly use funds**
- **finance activities**
- **implement the required activities**
- **provide required reports and keep required documentation**



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Who else may be involved in project implementation

- **Associates**
 - Do not need to meet the eligibility criteria
 - Must be mentioned in the application form
 - May not receive funding (except per diem and travel)
 - May play a real role in the action
- **Subcontractors: limited portion of the action**
 - For works, supplies, services
 - should not be mentioned in the application form (tendering procedure)
- **Organisations being awarded subgrants**
Mentioned in the application form (procedures for selection described)



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How to find partners?

- **Start with your own network first**
- **Check international networks like international network of chamber of commerces**
- **Internet, social media**



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Use databases and search engines

- Database for partners in Mediterranean partner countries

www.rcbi.info

- Project ideas database

www.enpicbcmed.eu



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Contact NCP's

- See list of NCP's at www.enpicbcmed.eu
- Contact Branch Office in Aqaba



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Remember

- **The right partners in your project are vital for the succes of your project**
- **You cannot change or loose partners after the concept note**

Good luck in finding your partners!



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Supporting partner country participation in ENPI CBC Programmes 2007 - 2013

Developing ideas and proposals for ENPI CBC Projects

*RCBI Information Event
Tel Aviv, 13 June 2011*

*Mediterranean Sea Basin ENPI CBC Programme 2007-2013
Call for Strategic Projects*



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How to start?

- **A good project starts from strong relevance!**
- **No starting from the “wrong end”**
 - Budget
 - Activities
 - Partners (!)
- **Answer to the 5 basic questions first:**
 - Why (!)
 - What
 - Who
 - How
 - When



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Developing project proposals - key components

1. Overall objective
2. Specific objectives
3. Expected results of the activities (outputs, outcomes and impact)
4. Activities to be done
5. Target group/beneficiaries
6. Partners
7. Cross border effect
8. Timeline
9. Budget



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Relevance of the project

- Provide a general presentation and detailed analyses of the problems
- Demonstrate the relevance of the project to the general objective, priorities and measures
- Explain the cross border impact of the project
- Demonstrate the relevance of the project
- Demonstrate the project is innovative and that it contains synergies with current initiatives and policies in the region



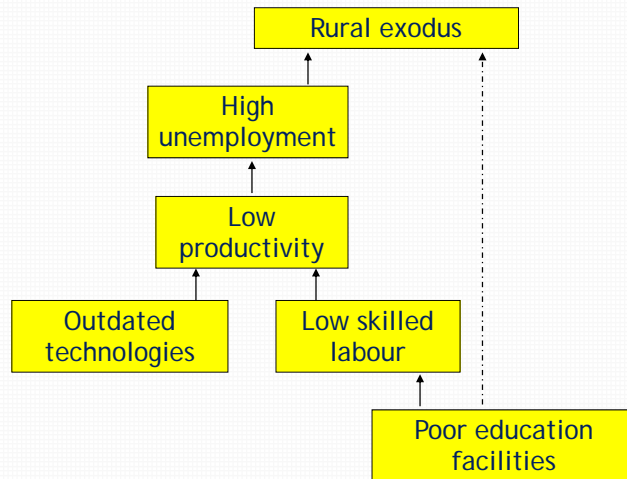
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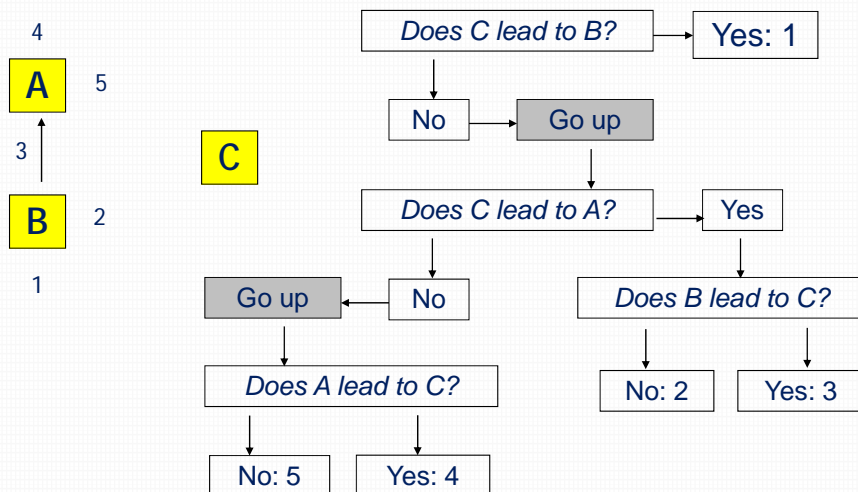


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Problem trees



The process of building a problem tree



Objective trees

- From problem tree to objective tree
- Cause-Effect becomes Means-End
- Goal hierarchy
- Logic verified



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Logical framework (Logframe)

	Intervention Logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives				
Specific objective				
Expected results				
Activities		Means	Costs	Conditions



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A SMART project objective is

- Specific
- Measurable
- Acceptable
- Realistic
- Timely

SMART



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Checking Assumptions

Is this factor or pre-condition important?

Yes No

Exclude

Will it hold true?

Very unlikely Possibly Almost certainly

Include

Exclude

Is it possible to re-design the project?

Yes No

Redesign

Killing assumption



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Reviewing project outline (1)

- **Is the vertical logic complete and accurate?**
- **Are the indicators and sources of verification available and reliable?**
- **Are assumptions and preconditions realistic?**
- **Are risks acceptable?**



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Reviewing project outline (2)

- **Is the probability of achieving the objectives sufficiently high?**
- **Are equality issues taken into account ? (gender equality, participation of beneficiaries, management possibilities, etc.)**
- **Are the expenses justified by the expected benefits?**



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Project budget

- **Budget should be realistic and cost-effective**
- **Project and implementing partners can not make a profit!**
- **Budget should include all project costs, not just the programme's contribution**
- **Budget should be developed with input from all partners**
- **Costs must be identifiable and verifiable (being recorded in accounts – not in kind!)**
- **Costs must be reasonable and justified**
- **Follow principle of transparency - keep records and make sure supporting documents are correct**



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Regional Capacity Building Initiative

Supporting partner country participation in ENPI CBC Programmes 2007 - 2013



website: www.rcbi.info

email: info@rcbi.info

Information Workshop Mediterranean Sea Basin ENPI CBC Programme 2007-2013 Call for Strategic Projects Tel Aviv 13 June 2011

So we know what you found most useful and what we need to do to improve please will you complete this evaluation form and return it to the event organisers.

1. Evaluation of the event overall. How useful was the event overall? Please mark the box

Very Useful	Useful	Not useful

2. How useful were the different sessions. Please mark the box

Session	Very Useful	Useful	Not useful
Programme information			
Information on 6 different topics of the Call for Strategic Projects			
Generating project ideas and proposals projects			
Partners, finding partners, role of partners and lead partners			
Question and answer session			

3. Which subjects were not covered that you would you have liked to have covered

4. Additional comments:

Thank you very much

