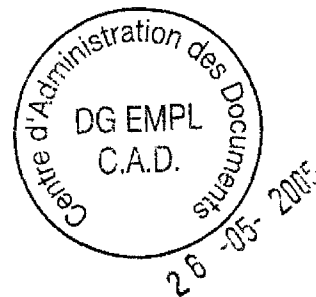




EUROPEAN COMMISSION

Employment, Social Affairs and Equal Opportunities DG

Adaptability, Social Dialogue and Social Rights
Labour Law and work organisation



Operating Grant Agreement

Agreement title **FIGHTING CHILD POVERTY: LET'S INCLUDE THEM!**

Agreement ref. No **VS/2005/0126**
The above title and reference No **must** be quoted in **all** correspondence with the Commission.

Beneficiary **EUROCHILD AISBL**

Other administrative information

Department **DG EMPL/E/2**

Ex-ante publicity **Ref. No: —**

Call for proposal **Ref. No: VP/2002/008**

SAGA **Record No: 2002/VP008/10017**

Other accounting information

Commitment No **SI2.406880**
This commitment No **must** be quoted in correspondence relating to **payments.**

Type of Agreement **V/SB/OPG02**

The European Community ("**the Community**"),
represented by the Commission of the European Communities ("**the Commission**"),
itself represented for the purposes of signature of this Agreement by Armino SILVA, Head of
Unit, EMPL/D/2, Employment, Social Affairs and Equal Opportunities DG,

of the one part,

AND

EUROCHILD AISBL,
official legal form: ASSOCIATION INTERNATIONALE SANS BUT LUCRATIF,
official registration No: ~~206~~ 544 946
address: RUE DE LA CONCORDE 53, B-1050 BRUXELLES, BELGIUM,
VAT No: BE866544946
("**the Beneficiary**"),
represented for the purposes of signature of this Agreement by Catriona WILLIAMS,
President,

of the other part,

HAVE AGREED

the **Special Conditions, General Conditions and Annexes** below:

- **Annex I** Beneficiary's work programme
- **Annex II** Beneficiary's operating budget

which form an integral part of this Agreement ("**the Agreement**").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Agreement.

The terms of the General Conditions shall take precedence over those in the Annexes.

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I. Special conditions

Article I.1 Subject

I.1.1. The Commission has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the Annexes to the agreement, which the beneficiary hereby declares that he has taken note of and accepts, for the work programme of the beneficiary, which corresponds to the activities and objectives specified in the beneficiary's articles of association.

I.1.2. The Beneficiary undertakes to do everything in his power to implement the work programme as described in Annex I, acting on his own responsibility.

Article I.2 Duration

I.2.1. The Agreement shall enter into force on the date when the last of the two parties signs.

I.2.2. The period of eligibility for Community funding shall be 8 months from 01/04/2005 ("the starting date").

Article I.3 Financing the work programme

I.3.1. The total costs eligible for Community funding are estimated at EUR 166 666.66 as shown in the Beneficiary's estimated operating budget in Annex II. The estimated operating budget shall show all the operating costs and receipts estimated by the Beneficiary for the period in question, making a distinction between costs eligible for Community funding and those not eligible, in accordance with the definition of eligible costs in Article II.12.

I.3.2. The Commission shall contribute a maximum of EUR 149 999.99 equivalent to 90.00% of the estimated total eligible costs indicated in paragraph 1. The final amount of the grant shall be determined as specified in Article II.15, without prejudice to Article II.17.

The Community grant may not finance the entire costs of implementing the work programme. The amounts and sources of cofinancing other than from Community funds shall be set out in the estimated budget referred to in paragraph 1.

I.3.3. By way of derogation from Article II.11, the Beneficiary may, when implementing the work programme, adjust the estimated budget by transfers between headings of eligible costs, provided that this adjustment of expenditure does not affect implementation of the work programme and the transfer between headings does not exceed 20% of the amount of each heading of eligible costs as shown in the estimated budget, and without exceeding the total eligible costs indicated in paragraph 1. He shall inform the Commission in writing.

Article I.4 Payment arrangements

I.4.1. Pre-financing

Within 45 days of the date when the last of the two parties signs the Agreement a pre-financing payment shall be made to the Beneficiary, representing 40% of the amount specified in Article I.3.2.

I.4.2. Further pre-financing payment(s)

Pre-financing may be paid in several instalments. In that case, payment of each further instalment may not be made until at least 70% of the previous pre-financing payment has been used up.

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Every request for payment of a further pre-financing instalment must be accompanied by the documents specified in Article II.13.2 and by a progress report on the implementation of the work programme.

Within 45 days after the Commission receives the request for payment of a further instalment, together with the documents referred to in the previous subparagraph, a pre-financing payment equivalent shall be made to the Beneficiary. In no circumstances may the cumulated further pre-financing payments exceed 40% of the amount specified in Article I.3.2.

I.4.3. Interim payment(s)

Not applicable.

I.4.4. Payment of the balance

The request for payment of the balance shall be accompanied by the final activity report and financial statement specified in Article II.13.4 and by an external audit report on the Beneficiary's accounts for the period in question.

The Commission shall have 45 days to approve or reject the activity report or to request additional supporting documents or information under the procedure laid down in Article II.13.4. In that case the Beneficiary shall have 30 days to submit the additional information or a new report.

A payment representing the balance of the grant determined in accordance with Article II.15 shall be made to the Beneficiary within 45 days following approval by the Commission of the activity report accompanying the request for payment of the balance. The Commission may suspend the period for payment in accordance with the procedure in Article II.14.2.

Article I.5 Submission of reports and other documents

The technical implementation reports, financial statements and other documents referred to in Article I.4 must be submitted in 3 copies in English on the following dates:

- Progress report on implementation of the work programme and detailed statement of the costs incurred: at the request for further pre-financing payment and, at the latest, within 2 months following the date when the utilisation of pre-financing reaches the level specified in Article I.4.2;
- Final activity report and financial statement: at the request for final payment and, at the latest, within 3 months following the end of the period of eligibility for Community funding specified in Article I.2.2.

Article I.6 Bank account

Payments shall be made to the Beneficiary's bank account or sub-account denominated in euro ¹, as indicated below ²:

- name of bank:
- address of branch:
- exact designation of account holder:
- full account number including codes:
- IBAN or, if non available, BIC code:



This account or sub-account must identify the payments made by the Commission. If the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.14.4.

¹ Except in the case of bank accounts in countries that do not accept euro transactions.

² As shown by the account identification document issued or certified by the bank concerned.

Handwritten signature/initials

Article I.7 **General administrative provisions**

Any communication in connection with this Agreement shall be in writing, indicating the number of the Agreement, and shall be sent to the following addresses:

For the Commission

European Commission
Directorate-General Employment, Social Affairs and Equal Opportunities
EMPL/E/2
B-1049 Brussels (Belgium)

Ordinary mail shall be considered to have been received by the Commission on the date on which it is formally registered by the Commission unit responsible referred to above

For the Beneficiary

Catriona WILLIAMS
President
EUROCHILD AISBL
RUE DE LA CONCORDE 53
B-1050 BRUXELLES
BELGIUM

Article I.8 **Law applicable and competent court**

This Grant is governed by the terms of the agreement, the Community rules applicable and, on a secondary level, by the law of Belgium relating to grants.

The beneficiary may bring legal proceedings regarding decisions by the Commission concerning the application of the provisions of the Agreement and the arrangements for implementing it before the Court of First Instance of the European Communities and, in the event of appeal, the Court of Justice of the European Communities.

II. General conditions

PART A Legal and administrative provisions

Article II.1 Liability

II.1.1. The beneficiary shall have sole responsibility for complying with any legal obligations incumbent on him.

II.1.2. The Commission shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the agreement relating to any damage caused in the implementation of the work programme. Consequently, the Commission will not entertain any request for indemnity or reimbursement accompanying any such claim.

II.1.3. Except in cases of *force majeure*, the beneficiary shall make good any damage sustained by the Commission as a result of the implementation or faulty implementation of the work programme.

II.1.4. The beneficiary shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the work programme is being implemented.

Article II.2 Conflict of Interests

The beneficiary undertakes to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

Any situation constituting or likely to lead to a conflict of interests during the implementation of the agreement must be brought to the attention of the Commission, in writing, without delay. The beneficiary shall undertake to take whatever steps are necessary to rectify this situation at once. The Commission reserves the right to check that the measures taken are appropriate and may demand that the beneficiary take additional measures, if necessary, within a certain time.

Article II.3 Confidentiality

The Commission and the beneficiary undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the period covered by Community funding.

Article II.4 Publicity

II.4.1. Unless the Commission requests otherwise, any communication or publication by the beneficiary about the implementation of the work programme, including at a conference or seminar, shall indicate that it has received funding from the Community.

Any communication or publication by the beneficiary, in any form and medium, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

II.4.2. The beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet:

- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount granted and the proportion of the beneficiary's total operating budget covered by the funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

Article II.5 Evaluation

Whenever the Commission carries out an interim or final evaluation of the grant's impact measured against the objectives of the Community programme concerned, the beneficiary undertakes to make available to the Commission and/or persons authorised by it all such documents or information as will allow the evaluation to be successfully completed and to give them the rights of access specified in Article II.17.

Article II.6 Force Majeure

II.6.1. *Force majeure* shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to *force majeure*), labour disputes, strikes or financial difficulties cannot be invoked as *force majeure* by the defaulting party.

II.6.2. A party faced with *force majeure* shall inform the other party without delay by registered letter with advice of delivery or equivalent, stating the nature, probable duration and foreseeable effects.

II.6.3. Neither of the parties shall be held in breach of their obligations under the agreement if they are prevented from fulfilling them by *force majeure*. The parties shall make every effort to minimise any damage due to *force majeure*.

Article II.7 Award of Contracts

II.7.1. If the beneficiary has to conclude contracts in order to implement the work programme and they involve eligible costs for the operating budget, he shall seek competitive tenders from potential contractors and award the contract to the bid offering best value for money; in doing so he shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests.

II.7.2. Contracts as referred to in paragraph 1 may be awarded only in the following cases:

- (a) they may only cover the execution of a limited part of the work programme;
- (b) recourse to the award of contracts must be justified having regard to the nature of the tasks covered by the work programme and what is necessary for its implementation;
- (c) the tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II;
- (d) any recourse to the award of contracts while the work programme is being implemented shall be subject to prior written authorisation by the Commission;

- (e) the beneficiary shall retain sole responsibility for implementing the work programme and for compliance with the provisions of the agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Commission under the agreement;
- (f) the beneficiary must undertake to ensure that the conditions applicable to him under Articles II.1, II.2, II.3, II.4, II.5, II.8 and II.17 of the agreement are also applicable to the contractor.

Article II.8 Assignment

Claims against the Commission may not be transferred.

In exceptional circumstances, where the situation warrants it, the Commission may authorise the assignment to a third party of the agreement and payments flowing from it following a written request to that effect, giving reasons, from the beneficiary. If the Commission agrees, it must make its agreement known in writing before the proposed assignment takes place. In the absence of the above authorisation, or in the event of failure to observe the terms thereof, the assignment shall not be enforceable against and shall have no effect on the Commission. In no circumstances shall such an assignment release the beneficiary from his obligations to the Commission.

Article II.9 Termination of the Agreement

II.9.1. Termination by the beneficiary

In duly justified cases, the beneficiary may withdraw his request for a grant and terminate the agreement at any time by giving 60 days' written notice stating the reasons, without being required to furnish any indemnity on this account. If no reasons are given or if the Commission does not accept the reasons, the beneficiary shall be deemed to have cancelled this agreement improperly, with the consequences set out in the third subparagraph of paragraph 4.

II.9.2. Termination by the Commission

The Commission may decide to terminate the agreement, without any indemnity on its part, in the following circumstances:

- (a) in the event of a legal, financial, technical or organisational change in the beneficiary's situation that is liable to affect the agreement substantially or to call into question the decision to award the grant;
- (b) if the beneficiary fails to fulfil a substantial obligation incumbent on him under the terms of the agreement, including its annexes;
- (c) in the event of *force majeure*, notified in accordance with Article II.6;
- (d) if the beneficiary is declared bankrupt, is being wound up or is the subject of any other similar proceedings;
- (e) if the beneficiary is found guilty of an offence involving his professional conduct by a judgment having the force of *res judicata* or if he is guilty of grave professional misconduct proven by any justified means;
- (f) if the beneficiary is guilty of misrepresentation or submits reports inconsistent with reality to obtain the grant provided for in the agreement;
- (g) if the beneficiary has intentionally or by negligence committed a substantial irregularity in performing the agreement or in the event of fraud, corruption or any other illegal activity on the part of the beneficiary to the detriment of the Communities' financial interests. A substantial irregularity consists of any infringement of a provision of an agreement or regulation resulting from an act or an omission on the part of the beneficiary which causes or might cause a loss to the Community budget.

II.9.3. Termination procedure

The procedure is initiated by registered letter with advice of delivery or equivalent.

In the cases referred to in points (a), (b) and (d) of paragraph 2, the beneficiary shall have 30 days to submit his observations and take any measures necessary to ensure continued fulfilment of his obligations under the agreement. If the Commission fails to confirm acceptance of these observations by giving written approval within 30 days of receiving them, the procedure shall continue to run.

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Where notice is given, termination shall take effect at the end of the period of notice, which shall start to run from the date when notification of the Commission's decision to terminate the agreement is received.

If notice is not given in the cases referred to in points (c), (e), (f) and (g) of paragraph 2, termination shall take effect from the day following the date on which notification of the Commission's decision to terminate the agreement is received.

II.9.4. Effects of termination

In the event of termination, payments by the Commission shall be limited to the eligible costs actually incurred by the beneficiary up to the date when termination takes effect in accordance with the provisions of Article II.15. Costs relating to current commitments that are not due to be executed until after termination shall not be taken into account.

The beneficiary shall have 60 days from the date when termination takes effect, as notified by the Commission, to produce a request for final payment in accordance with Article II.13.4. If no request for final payment is received within this time limit, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the date of termination and it shall recover any amount if its use is not substantiated by the activity reports and financial statements approved by the Commission.

By way of exception, at the end of the period of notice referred to in paragraph 3, when the Commission is terminating the agreement on the grounds that the beneficiary has failed to produce the final activity report and financial statement within the deadline stipulated in Article I.5 and the beneficiary has still not complied with this obligation within two months following the written reminder sent by the Commission by registered letter with advice of delivery or equivalent, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the end of the period of eligibility for Community funding and it shall recover any amount if its use is not substantiated by the activity reports and financial statements approved by the Commission.

By way of exception, in the event of improper termination by the beneficiary or termination by the Commission on the grounds set out in points (e), (f) or (g) of paragraph 2, the Commission may require the partial or total repayment of sums already paid under the agreement on the basis of the activity reports and financial statements approved by the Commission, in proportion to the gravity of the failings in question and after allowing the beneficiary to submit his observations.

Article II.10 Financial Penalties

By virtue of the Financial Regulation applicable to the general budget of the European Communities, any beneficiary declared to be in grave breach of his obligations under the agreement shall be liable to financial penalties of between 2% and 10% of the value of the grant in question, with due regard for the principle of proportionality. This rate may be increased to between 4% and 20 % in the event of a repeated breach in the five years following the first. The beneficiary shall be notified in writing of any decision by the Commission to apply such financial penalties.

Article II.11 Supplementary Agreements

II.11.1. Any amendment to the grant must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.

II.11.2. The supplementary agreement may not have the purpose or the effect of making changes to the agreement which might call into question the decision awarding the grant or result in unequal treatment of applicants.

II.11.3. If the amendment is requested by the beneficiary, he must send it to the Commission in good time before it is due to take effect and at all events one month before the date on which eligibility for Community funding ends, except in cases duly substantiated by the beneficiary and accepted by the Commission.

PART B Financial Provisions

Article II.12 Eligible Costs

II.12.1. To be considered eligible for Community funding, costs must satisfy the following general criteria:

- they must be directly connected with the subject of the agreement and they must be provided for in the estimated budget annexed to it;
- they must be necessary for implementation of the work programme covered by the agreement;
- they must be reasonable and justified and they must accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- they must be generated during the period of eligibility for Community funding as specified in Article I.2.2 of the agreement;
- they must be actually incurred by the beneficiary, be recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- they must be identifiable and verifiable.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the work programme with the corresponding accounting statements and supporting documents.

II.12.2. In particular, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration;
- travel and subsistence allowances for staff, provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the agreement may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies;
- costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the work programme, provided that the conditions laid down in Article II.7 are met;
- costs arising directly from requirements imposed by the agreement (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees);
- overheads.

II.12.3. The following costs shall not be considered eligible:

- capital increases and return on capital;
- debt and debt service charges;
- provisions;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared and covered by a specific action receiving a Community grant;
- excessive or reckless expenditure.

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II.12.4. Contributions in kind shall not constitute eligible costs. However, the Commission can accept, in duly substantiated exceptional cases, that the cofinancing of the work programme referred to in Article I.3.2 should be made up entirely or in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

In the case of cofinancing in kind, a financial value shall be placed on the contributions and the same amount will be included in the costs of the work programme as ineligible costs and in receipts of the work programme as cofinancing in kind. The beneficiary shall undertake to obtain these contributions as provided for in the agreement.

Article II.13 Requests for Payment

Payments shall be made in accordance with Article I.4 of the Special Conditions.

II.13.1. Pre-financing

Pre-financing is intended to provide the beneficiary with a float.

Where required by the provisions of Article I.4 on pre-financing, the beneficiary shall furnish a financial guarantee from a bank or an approved financial institution established in one of the Member States of the European Union.

The guarantor shall stand as first call guarantor and shall not require the Commission to have recourse against the principal debtor (the beneficiary).

The financial guarantee shall remain in force until final payments by the Commission match the proportion of the total grant accounted for by pre-financing. The Commission undertakes to release the guarantee within 30 days following that date.

II.13.2. Further pre-financing payments

Where pre-financing is divided into several instalments, the beneficiary may request a further pre-financing payment once he has used up the percentage of the previous payment specified in the provisions of Article I.4 on further pre-financing. The request shall be accompanied by the following documents:

- a detailed statement of the eligible costs actually incurred;
- where required by the above-mentioned provisions of Article I.4, a financial guarantee in accordance with paragraph 1;
- where required by the above-mentioned provisions of Article I.4, an external audit report on the beneficiary's accounts. The external audit shall be carried out by an independent body or expert officially authorised to carry out audits of accounts. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared;
- any other documents in support of his request that may be required by the Special Conditions in support of the request for further pre-financing payments.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes.

II.13.3. Interim payments

Interim payments are intended to reimburse the beneficiary for expenditure on the basis of a detailed statement of the costs incurred, once the work programme has reached a certain level of completion. It may clear all or part of any prefinancing.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for interim payment accompanied by the following documents:

- an interim report on implementation of the work programme;
- an interim financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- where required by the provisions of Article I.4 on interim payment, an external audit report on the beneficiary's accounts. The external audit shall be carried out by an independent body or expert officially authorised to carry out audits of accounts. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes. If an external audit of the beneficiary's accounts is not required, the beneficiary himself shall certify that the financial documents submitted to the Commission comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the interim report on implementation of the work programme;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Requests for additional information or a new report shall be notified to the beneficiary in writing. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested. If additional information is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. Where a report is rejected and a new report requested, the approval procedure described in this article shall apply. In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.9.2(b).

II.13.4. Payment of the balance

Payment of the balance, which may not be repeated, is made after the end of the period of eligibility for Community funding on the basis of the costs actually incurred by the beneficiary in carrying out the work programme. It may take the form of a recovery order where the total amount of earlier payments is greater than the amount of the final grant determined in accordance with Article II.15.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for payment of the balance accompanied by the following documents:

- a final report on implementation of the work programme;
- a final financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure in the beneficiary's accounts for the period of eligibility covered by the agreement;
- where required by the provisions of Article I.4 on payment of the balance, an external audit report on the beneficiary's accounts. The external audit shall be carried out by an independent body or expert officially authorised to carry out audits of accounts. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes. If an external audit of the beneficiary's accounts is not required, the beneficiary himself shall certify that the financial documents submitted to the

Commission comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the final report on implementation of the work programme;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Requests for additional information or a new report shall be notified to the beneficiary in writing. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested. If additional information is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. Where a report is rejected and a new report requested, the approval procedure described in this article shall apply. In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.9.2(b).

Article II.14 General Provisions on Payments

II.14.1. Payments shall be made by the Commission in euro. Any conversion of actual costs into euro shall be made at the daily rate published in the Official Journal of the European Union or, failing that, at the monthly accounting rate established by the Commission and published on its website applicable on the day when the payment order is issued by the Commission, unless the Special Conditions of the agreement lay down specific provisions.

Payments by the Commission shall be deemed to be effected on the date when they are debited to the Commission's account.

II.14.2. The Commission may suspend the period for payment laid down in Article I.4 at any time by notifying the beneficiary that his request for payment is not admissible, either because it does not comply with the provisions of the agreement, or because the appropriate supporting documents have not been produced, or because there is a suspicion that some of the expenses in the request for payment are not eligible and additional checks are being conducted.

The Commission may also suspend its payments at any time if the beneficiary is found or presumed to have infringed the provisions of the agreement, in particular in the wake of the audits and checks provided for in Article II.17.

The Commission shall inform the beneficiary of any such suspension by registered letter with advice of delivery or equivalent. Suspension shall take effect on the date when the letter is sent by the Commission. The remaining payment period shall start to run again from the date when a properly constituted request for payment is registered, when the supporting documents requested are received, or at the end of the suspension period as notified by the Commission.

II.14.3. On expiry of the period for payment specified in Article I.4, and without prejudice to paragraph 2 of this Article, the beneficiary may, within two months following the date of receipt of a late payment, request payment of interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The interest shall not be treated as a receipt for

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the purposes of determining the final grant within the meaning of Article II.15.4. The suspension of payment by the Commission may not be considered as late payment.

II.14.4. The beneficiary shall inform the Commission of the amount of any interest or equivalent benefits yielded by the pre-financing it has received from the Commission. Notification must be made annually if the interest in question represents a significant amount, and in any event when the request is made for interim payment or for payment of the balance that clears the pre-financing. The interest shall not be treated as a receipt within the meaning of Article II.15.4. The Commission shall issue a recovery order in respect of it in accordance with Article II.16.

II.14.5. The beneficiary shall have two months from the date of notification by the Commission of the final amount of the grant determining the amount of the payment of the balance or the recovery order in application of Article II.15, or failing that of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time such requests will no longer be considered. The Commission undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply. This procedure is without prejudice to the beneficiary's right to appeal against the Commission's decision pursuant to Article I.8. Under the terms of Community legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

Article II.15 Determining the Final Grant

II.15.1. Without prejudice to information obtained subsequently pursuant to Article II.17, the Commission shall adopt the amount of the final payment to be granted to the beneficiary on the basis of the documents referred to in Article II.13.4 which it has approved.

II.15.2. The total amount paid to the beneficiary by the Commission may not in any circumstances exceed the maximum amount of the grant laid down in Article I.3.2, even if the total actual costs eligible exceed the estimated total eligible costs specified in Article I.3.1.

II.15.3. If the actual eligible costs at the end of the period of eligibility are lower than the estimated total eligible costs, the Commission's contribution shall be limited to the amount obtained by applying the Community grant percentage specified in Article I.3.2 to the actual eligible costs approved by the Commission.

II.15.4. The beneficiary hereby agrees that the grant shall be limited to the amount necessary to balance the receipts and expenditure in the operating budget which allows the work programme to be implemented and that it may not in any circumstances produce a profit for him. Profit shall mean any surplus of the beneficiary's total actual operating receipts over his total actual operating costs. The actual costs to be taken into account shall be those which have been established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary for financing other than the Community grant, to which shall be added the amount of the grant determined by applying the principles laid down in paragraphs 2 and 3 of this article. For the purposes of this article, only operating costs shown in the beneficiary's financial statements and falling within the categories set out in the estimated budget referred to in Article I.3.1 and contained in Annex II shall be taken into account; non-eligible costs shall always be covered by non-Community resources.

Any surplus determined in this way shall result in a corresponding reduction in the amount of the grant.

II.15.5. Without prejudice to the right to terminate the agreement under Article II.9, and without prejudice to the right of the Commission to apply the penalties referred to in Article II.10, if the approved work programme is not implemented or is implemented poorly, partially or late, the Commission may reduce the grant initially provided for in line with the actual implementation of the work programme on the terms laid down in this agreement.

II.15.6. On the basis of the amount of the final payment determined in this way and of the aggregate amount of the payments already made under the terms of the agreement, the Commission shall set

the amount of the payment of the balance as being the amount still owing to the beneficiary. Where the aggregate amount of the payments already made exceeds the amount of the final grant, the Commission shall issue a recovery order for the surplus.

Article II.16 Recovery

II.16.1. If any amount is unduly paid to the beneficiary or if recovery is justified under the terms of the agreement, the beneficiary undertakes to repay the Commission the sum in question on whatever terms and by whatever date it may specify.

II.16.2. If the beneficiary fails to pay by the date set by the Commission, the sum due shall bear interest at the rate indicated in Article II.14.3. Interest on late payment shall cover the period between the date set for payment, exclusive, and the date when the Commission receives full payment of the amount owed, inclusive. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal.

II.16.3. If payment has not been made by the due date, sums owed to the Commission may be recovered by offsetting them against any sums owed to the beneficiary, after informing him accordingly by registered letter with advice of delivery or equivalent, or by calling in the financial guarantee provided in accordance with Article II.13.1. The beneficiary's prior consent shall not be required.

II.16.4. Bank charges occasioned by the recovery of the sums owed to the Commission shall be borne solely by the beneficiary.

II.16.5. The beneficiary understands that under Article 256 of the Treaty establishing the European Community, the Commission may adopt an enforceable decision formally establishing an amount as receivable from persons other than States. An action may be brought against such decision before the Court of First Instance of the European Communities.

Article II.17 Checks and Audits

II.17.1. The beneficiary undertakes to provide any detailed information requested by the Commission or by any other outside body authorised by the Commission to check that the work programme and the provisions of the agreement are being properly implemented.

II.17.2. The beneficiary shall keep at the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the agreement for a period of five years from the date of payment of the balance specified in Article I.4.

II.17.3. The beneficiary agrees that the Commission may have an audit of the use made of the grant carried out either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Commission.

II.17.4. The beneficiary undertakes to allow Commission staff and outside persons authorised by the Commission the appropriate right of access to the beneficiary's premises and to all the information, including information in electronic format, needed in order to conduct such audits.

II.17.5. By virtue of Council Regulation (Euratom, EC) No 2185/96 and Regulation (EC) No 1073/1999 of the European Parliament and the Council, the European Anti-Fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Community law for the protection of the financial interests of the European Communities against fraud and other

irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Commission.

The European Court of Auditors shall have the same rights as the Commission, notably right of access, as regards checks and audits.

Signatures

1. For the Beneficiary,

Catriona WILLIAMS
President
EUROCHILD AISBL



Done at (place)

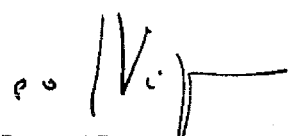
Brussels

..... (date)

19/5/05

2. For the Commission,

Armindo SILVA
Head of Unit
Employment, Social Affairs and Equal
Opportunities DG



Done at Brussels

..... (date)

25.5.05

In duplicate, in English.

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ANNEX I Beneficiary's work programme

SECTION I

Information related to the Key European Networks seeking Community support

In this section, the applicant is requested to provide all information concerning the organisation of the European network and its operational capacity and professional qualifications and experience, including CVs of the persons (staff and external experts/consultants) who will carry out the proposed activities, their language capacities, an organisational chart, a description of the tasks of ALL staff involved in the activities.

1.1. Structure of the European network

"Which organisations may join the European network as members?

(please specify what steps are needed for an organisation to join your network, which reasons could justify a refusal to admit it etc.)

Eurochild AISBL became totally independent in April 2004 (developing out of the former European Forum for Child Welfare) and has established itself as an international non-profit-making children's organisation, actively contributing to the fight against child poverty and social exclusion at European and national levels. The work of Eurochild AISBL is underpinned by the United Nations Convention on the Rights of the Child.

Eurochild AISBL's network of organisations in membership has expanded from the Inaugural group - largely made up of former members of our predecessor organisation, the European Forum for Child Welfare - and consists currently of twenty five organisations in membership from thirteen European countries. Energies have in particular been directed at attracting members from the new EU Member States and Eurochild AISBL has currently members in five of the ten new Member States. Eurochild AISBL will continue these efforts and intends to create a network with a balanced representation across all 25 Member States, bringing fresh ideas and perspectives to the organisation. Therefore a recruitment strategy and detailed accreditation process for members will be implemented which will be supported by a sound communication strategy.

Whilst the current membership is primarily NGO's, membership is also open to "not-for-profit" organisations – NGO's, statutory bodies, academic and research institutions, professional associations – and individuals who can demonstrate their primary interest is in the welfare and rights of children and young people, particularly the socially excluded. Drawn from across Europe, organisations need to demonstrate their legal and professional credibility in this field. Organisations may be umbrella agencies with a wide range of membership (some with both NGO and statutory members) in their own country; large policy and service providers at national level; trans-national policy and provider organisations; regional organisations; and community based organisations. Peer organisations of young people will also be actively involved.

The current principles on which criteria for membership, accreditation of members and payment of subscriptions are determined are contained in Articles four, five and six respectively of Eurochild AISBL's statutes, which state that 'membership is available to organisations with legal personality and individuals who can demonstrate they are able to meet the criteria laid down by the Management Board and approved by the General Assembly' and that 'every person or Association desiring admission as an effective member, associate member or honorary member shall make written application in such form and manner as the Management Board may for the time being prescribe.' A copy of the applicant organisation's statutes or other legal status is always requested. Refusal of membership can be for a number of reasons e.g. lack of legal status or being subject of criminal investigation. Exclusion of members may also be put forward by the Management Board, following due process, as laid down in the statutes.

*Does your organisation have a fully-developed European secretariat? If not, see point 1.4.

Yes

*Name and number of people employed at the European secretariat, and tasks (please specify position, language skills levels and whether these people work full-time or part-time and include CVs)

-paid employees:

Office Manager:

- (a) Administration of computerised and other financial systems, assistance with budgetary monitoring and preparation of reports (processing of invoices, payments, liaison with external accountant for audit purposes, liaison with bank, European Commission, other funders)
- (b) Management of office systems and liaison with suppliers of services (translation services, conference services, telephone and IT services, equipment purchase and maintenance) including contract management
- (c) Administration of personnel issues (salaries, holidays, relations with social secretariat, insurance, legal issues etc) including assistance with recruitment of staff and stagiaires
- (d) Administration of meetings and conferences (room booking, catering, interpretation, secretarial support, travel and accommodation)
- (e) Communication with members (including the management of the membership database)
- (f) Administration of mail (including newsletters, members bulletins, publicity material)
- (g) Providing support to the Secretary General and Management Board
- (h) Overseeing the work of stagiaires and/or volunteer workers

Information Officer:

- (i) Production of the Eurochild AISBL Newsletter
- (j) Production of short Members' Information Bulletins

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- (k) Production of short Information Bulletin for MEPs

The above will involve web-based and paper-based research, contact with Eurochild AISBL members, liaison with the EU institutions, liaison with other NGOs, drafting of articles, layout and organisation of material, checking of translations, proof reading and liaison with printers

- (l) Maintenance of information databases and mailing lists
- (m) Maintenance & update of Eurochild AISBL website
- (n) Overseeing the publication of the Annual Report and incidental reports & policy papers
- (o) Developing promotional strategies in conjunction with the Secretary General, liaising with the press, drafting press releases and organising press conferences
- (p) Providing information support to conferences, seminars, briefings and other public events

Secretary General:

- (q) Strategic planning, policy development and financial planning processes
- (r) Overall management of the Brussels Secretariat, including the management and supervision of staff
- (s) Overall management of the operational budget to achieve organisational objectives, ensuring compliance with funding agreements
- (t) Overall management of organisational systems including legal, administrative, financial, personnel etc and implementation of the organisation's work programmes, projects and initiatives
- (u) Effective representation of the organisation to external bodies
- (v) Development of a strong and active membership base able to contribute fully to the realisation of organisational objectives
- (w) Development of the public face of the organisation through effective promotional activities
- (x) Promotion of Eurochild AISBL within relevant networks in Brussels, including the institutions of the EU and the NGO sector
- (y) Development and implementation of effective internal processes for supporting and servicing the Management Board in the discharge of its duties
- (z) Development and implementation of an Equal Opportunities approach to the organisation's work, including the employment of staff
- (aa) Overall management of Health and Safety matters relating to staff employed at the Secretariat and visitors

(bb) Any other duties as may be required from time to time by the Management Board

Volunteers Eurochild AISBL will call upon volunteers to assist Eurochild AISBL-staff for specific activities eg mailings and at specific events (seminar, AGM...) if the need arises. Therefore a recruitment procedure for volunteers will be worked out.

Additional staff time sought *This bid is seeking to develop the staff group in the Brussels office by increasing the Information Officer time from 5 days per month to 10 days per month, recruitment of a part time **Policy Development Officer** and a **Stagiaire** whose role would be to support translation and the membership and communications strategies.*

*The duties of the **Policy Development Officer** would be as follows:-*

- To keep up to date with the latest relevant policies/policy documents emanating from the European Parliament, European Commission, Council of Ministers, Council of Europe, UN etc*
- To liaise with Members and other experts in relation to relevant developments especially relevant legal developments.*
- Drafting of policy documents, briefings, meeting and conference reports for the Secretary General and Members*
- To work with Members, Secretary General and others to establish Eurochild position papers through the Policy Forums and also the policy strategy of Eurochild.*
- Preparation of lobbying material*
- To work with the Secretary General to support representational policy activity in relation to other European Networks such as EAPN and the Social Platform through Members and staff*
- To support the work of the Information Officer in relation to info flashes, e briefings and newsletters*
- To contribute to the work of the Secretary General in the preparation of funding bids*
- To work with the Secretary General to ensure high quality policy input into Eurochild events, and conferences*

(1) Any other duties as may be required from time to time by the Secretary General

1.2. Describe the members of the European network

Please give accurate details on the importance, country and representativeness of each organisation, in terms of structure and affiliated members

Eurochild AISBL was registered as an international NGO on 26th April 2004 and is able to charge membership fees. Some members and in particular potential members are from the previous large number of NGO's circa 80 working in the field of child welfare for socially excluded children from across Europe in the former EFCW. Amongst them are national umbrella organisations representing NGO's, local authority social services and education departments, plus health organisations. In addition, other organisations such as academic institutions and statutory agencies can become members and European, national and local politicians can also become Associate Members.

Members meet at least twice per year to determine the policy and practice of the organisation as well as elect its officers and Board of Management. Eurochild monitors trends and developments affecting children, young people and their families and seeks to inform and influence the development of policies

and legislation at EU level. It provides an important policy and practice forum for its members, facilitating exchange and dissemination of good practice through its conference and expert meetings, paper and web based information and the development of partnership projects.

There are many examples of the results of this joint activity and numerous examples of successful policy changes to date. The EU funded Child Poverty project and subsequent representational work, and the Family Support Projects were completed by the Network.

In view of the range of members it is difficult to do justice to them in one or two paragraphs. The importance of the membership at national level is undisputed. As previously stated there are several umbrella organisations in membership with hundreds of organisational members within their own countries. For example in separate jurisdictions within the UK (England, Scotland and Wales), and in countries such as Finland, Estonia, Germany and Cyprus, we have active umbrella member organisations that are the only national membership organisations within their countries and so are the most influential organisations at national level in terms of influencing governments in matters affecting children. In a range of countries for example Finland, Wales, Scotland, England and Germany, the umbrella bodies in membership of Eurochild also have statutory sector members such as local authorities, municipalities, statutory health bodies and academic and professional institutions and bodies. This means that they are able to promote policy change directly to local authority level and professional networks as well as to governments.

Eurochild has currently the following 25 members in 13 different countries:

- Barretstown, Ireland
- Dyslexia International - Tools and Technologies, Belgium
- One Family, Ireland
- Mannerheim League for Child Welfare, Finland
- Latvian Save the Children, Latvia
- Central Union for Child Welfare, Finland
- NIPPA - The Early Years Organisation, N Ireland, UK
- Pancyprian Coordinating Committee for the Protection and Welfare of Children (PCCPWC), Cyprus
- KEK Kev Konal Gyermekkrizis Alapítvány, Hungary
- National Association of Large Families, Hungary
- Europe's Children – Our concern, Belgium
- Arts for Peace Foundation (Ltd), Ireland

AGJ (Arbeitsgemeinschaft für Jugendhilfe), Germany
Family, Child, Youth Non-Profit Association, Hungary
Foundation for Social Welfare Services, Malta
Ombuds - Comité for the Rights of the Child, Luxembourg
National Children's Bureau (NCB), UK
NIZW (National Institute for Care and Welfare), the Netherlands
Children in Wales, UK
Tallinn Children Support Centre, Estonia
Pesäpuu Ry - Centre of Expertise in Child Welfare, Finland
National Council of Voluntary Child Care Organisations, UK
Children in Scotland, UK
Estonian Union for Child Welfare, Estonia
The Children's Human Rights Centre of Albania – CRCA, Albania

Other organisations which were part of the previous EFCW network – many of whom are interested in becoming members:

Our Children Ukraine – NGO Ukraine
Overseas Adoption Helpline – NGO UK

Peter Hesse Stiftung – NGO Germany
Polish Forum for Children's Rights – NGO Poland
SIKON Foundation for Disabled Children – NGO Poland
Slovenian Association of Friends of Youth – NGO Slovenia
Children's Rights Alliance – NGO Georgia
Barnardos - NGO UK
Barnardos Ireland – NGO Ireland
Forschungsstelle Migration und Integration - NGO GERMANY
Fundacao CEBI - NGO Portugal
Fundacion Antonio Silva Leal – NGO Portugal
Home Start International – NGO UK

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Instituto de Apoio à Criança - NGO Portugal
Fundacion Valenciana de Estudios Sobre Infancia y Juventud – NGO Spain
NCH Action for Children UK
PCK (Vereniging de protestants christelijke kindertuitzending) – NGO Netherlands
Pesapuu Ry - NGO Finland
Office Européen des Enfants Disparus et Exploités – NGO France
Open Society Institute – NGO Hungary
Our Children Foundation – NGO Czech Republic
Refugio Aboim Ascensao – NGO Portugal
Stichting Op Kleine Schaal (OKS) - NGONetherlands

Telefono Azzurro - NGO Italy
Verein Der Amtsvormunder Osterreichs – NGO Austria
Associação A Casa do Caminho - NGO Portugal

Other organisations expressed also their interest to become member of Eurochild:

Save the Children, Lithuania
League of Human Rights, Czech Republic
Children Rights Alliance, Ireland
Foundation ALTEGO, Czech Republic

1.3 Composition of the board of the European network

Eurochild AISBL has been designed to work with as flat a structure as possible with the organisational direction being taken at bi-annual members meetings, and with 3 or more Board of Management members. The Management Board of Eurochild AISBL is composed of the following members: Ms. Catriona Williams (UK), President, Ms. Ninetta Kazantzis (Cyprus) Treasurer and Ms. Ene Tomberg (Estonia), Secretary.

1.4. If your European network does not have a European secretariat, please specify staff in charge of the co-ordination at European level (include number, name, position and language skill levels)
not applicable

1.5 Explain to what extent the European network and its members demonstrate a record of competence and experience in analysing and contributing to policies against social exclusion and poverty in the European Union

Most members of Eurochild AISBL provide direct services to children suffering from social exclusion primarily as a result of poverty. In addition some members are also 'umbrella' organisations with hundreds of members made up of NGO's and statutory services operating in education, social work and health and are crucial in promoting change in policies. EFCW, the predecessor of Eurochild AISBL, has also undertaken EC funded projects concerned with Social Exclusion including:

- Families Under Stress: Supporting Services in Europe
 - 'Eradicating Child Poverty : Fact or Fiction?';
 - 'Child Justice, Equal Justice?';
 - 'Giving a Voice to Children from Residential Care'
 - 'Are Children protected from Violence in Europe?'
 - 'Children and Health' (including the effects of poverty)
 - 'Living on the Edge : Children who work in Europe'
 - 'European Children's Rights'
 - The Rights of Bilingual children in Europe

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- 'Childcare and other measures to reconcile employment and family responsibilities'

Eurochild AISBL started in June 2004 the first comprehensive review of the NAPs/Inclusion and a Synthesis Report of National Assessments was produced in October 2004. The Review involved member organisations with expertise and knowledge in the area of child poverty in their respective countries (a critical factor in the process). With EAPN the national assessment from Italy has been worked out. This resulted in four assessments from the new Member States and four from the former EU 15 Member States. Participating organisations were the following:

Pancyprian Coordinating Committee for the Protection and Welfare of Children – Cyprus
 Estonian Union for Child Welfare - Estonia
 Family, Child, Youth Association - Hungary
 Latvian Save the Children – Latvia
 Arbeitsgemeinschaft für Jugendhilfe - Germany
 Cilap EAPN Basilicata – Italy
 Netherlands Institute for Care and Welfare - The Netherlands
 Children in Wales - The UK

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1.6 Previous experience of co-operation with other European networks also active in the fight against social exclusion and poverty (if applicable)

Eurochild AISBL is an active member of the European Anti Poverty Network and at national levels, many of our members are the leaders in the anti child poverty alliances/campaigns which bring together a wide range of agencies from the NGO and statutory sectors within their countries.

Eurochild is also a member of the Social Platform of NGO's.

Eurochild also naturally has close links with specialist networks of organisations such as those regarding disability, ethnicity, bilingualism etc and plans to intensify & expand those links.

In conclusion, our normal approach to working in fields such as poverty and social exclusion is to seek the appropriate partners for the task being undertaken so as to maximise the value of the exercise to all concerned. Eurochild will continue to work in partnership with other organisations active in the field of children's issues, especially in the fight against social exclusion and child poverty.

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SECTION II

Programme description and justification

2.1 Description of the activities of your organisation for which the subsidy is requested

Please enclose a detailed and accurate programme of anticipated activities for the organisation's 2005 period. This should cover all activities such as: co-ordination of actions between members, gathering of opinions and information from member association, annual meetings, information measures for members (newsletter etc), preparation of reports, publication etc.

Please note that you are requested to justify all activities and costs incurred in the year of operation. The renewal of the subsidy convention will depend on several conditions among which feature the submission of a report on previous activities and the approval by the Commission of a work programme and a provisional budget for the period 2005.

Please also attach for each activity a separate sheet with a description of the activity in question, its objectives and target audience, clear indication on the effective and substantial participation of people exposed to social exclusion and poverty.

Please also indicate tasks related to the activities of the organisation which the applicant intends to sub-contract to another third party organisation/company/association:

Introduction

In line with the previous work done by our predecessor organisation, EFCW and the work done by Eurochild over the past two years, the combat against child poverty and social exclusion stays a priority of Eurochild AISBL and its member organisations.

The first comprehensive review of the NAPs/Inclusion began in June 2004, following an initial document survey of the EU 15 plans in October 2003. A Synthesis Report of National Assessments carried out by members was produced in October 2004. Despite some examples of good practice initiatives, overall the Review showed that:

a) In general, children and young people are not regarded as actors in the NAP/Inclusion process; at best, their views are represented by children and youth organisations

b) Only in a minority of countries surveyed are children and young people regarded as a group in their own right and consulted about issues which affect them; there is still a prevailing view in many countries that children's needs are best determined and met by parents and adults

c) Only in a minority of countries do the principles of the United Nations Convention on the Rights of the Child apply; there are examples of children's rights legislation and policy initiatives remaining unimplemented, or not achieving their effect

It is our determination to continue our efforts to combat the poverty and social exclusion of children taking into account the new developments in the social inclusion debate. Eurochild AISBL aims at contributing to the achievement and implementation of the EU social inclusion goals at a European and through its members, national levels.

In accordance with last year's proposal, the following key areas will form the basis of the current programme and are reflected in the following objectives: monitoring policy effects, helping with policy development and raising awareness:

Monitoring policy effects: This year the former EU 15 MS will be reporting on the implementation of the 2003-2005 NAPs/Inclusion in July 2005 and this will be crucial for assessing the impact of these plans. Although reporting will be optional, 2005 is also an important year for the implementation of the 2004-2006 NAPs/Inclusion prepared by the EU 10 and some MS have already indicated their intention to report. The mid-term review of the Open Method of Coordination (OMC), the basis of the review of the social inclusion process in the context of streamlining, will be another key area of concern during 2005, as will the new Social Policy Agenda and the adoption of the new Constitution. The first Joint Report on Social Protection and Social Inclusion has now been released, which sets out the future strategic direction and policy context. One of the key policy priorities put forward in this Report is the elimination of child poverty. Obviously, this will be our area of interest and we will be particularly concerned to monitor the extent to which Member States adopt a children's rights approach to policy-making and the extent to which they include children in the participatory processes provided for under Objective 4 of the Common Objectives, which encourages the participation and self-expression of people suffering exclusion. By the end of 2005, the Commission will provide a revised list of objectives and working methods for reporting on social protection and inclusion within the new streamlined process. This will be the framework within which the EU 25 MS will produce their plans for 2006-2009. Eurochild AISBL will be concerned to monitor the impact of this process on social protection and inclusion strategies and to make a contribution to the debate, at European and national levels, wherever possible.

It is our opinion that - even more in the current climate of abandoning the social objectives of the Lisbon strategy - the year 2005 will be crucial for children experiencing social exclusion and poverty in Europe. Therefore Eurochild AISBL will continue to raise awareness of children's issues and their involvement in the policy making process.

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Helping with policy development/building membership capacity: The Eurochild members are well placed strategically to both support and advise on policy development at different levels through networks in their own countries, and to lobby the European Parliament in the fight against child poverty as well as politicians in Member States. Some members already have established national networks and considerable experience to draw upon in accessing policy-makers and opinion-formers (including the NAPs National Experts) to influence policy development. Others, notably the EU10 countries, may be at the beginning of this process and we recognise the crucial importance of helping to build capacity by sharing information and experience to build knowledge and skills in these areas. This process will be supported by the facilitating ways of communication on the renewed website. In line with last year, Eurochild AISBL is planning meetings with all members. Thanks to the financial support of the European Commission, members of the EU10 in particular will be encouraged to participate. In 2005 we aim at extending the number of members in the different European countries and especially the EU10 and the candidates. The intention is also to put more emphasis on the development of 'bi-lateral partnering arrangements' between members of the EU15 and those from the new Member States so that newer members can 'shadow' those more experienced in the NAPS/Incl process. This will provide for continuing informal contact in between more formal organisational events. Following the previous reviews of the NAPs/Incl, we will, through our membership network, focus on the implementation of the NAPs/Inclusion and assess their effectiveness in addressing child poverty and social exclusion. This may well prove useful in the longer term for the development of indicators relating to child poverty that are based on children's own experiences and perceptions.

Raising Awareness and Increasing the Visibility of Children and Young People: This year, Eurochild AISBL will continue its activity in producing and disseminating information to support the priority of ending child poverty and social exclusion of children. This will comprise a two-way information flow of (a) disseminating information from the Commission and other EU institutions through the membership networks, in particular to influence the development and implementation of the NAPs/Incl in Member States and (b) offering an outside, specialist, perspective to the Commission through the membership on issues relating to child poverty. In order to optimise the communication with and among our members and to facilitate the exchange of information a sound communication strategy will be elaborated. The communication strategy has the following three objectives: membership recruitment, membership support & development and political & public awareness.

Eurochild AISBL will continue to put the emphasis on the direct involvement and participation of children and young people in the NAPs/Incl process to encourage Member States to recognise children and young people in their own right as "people suffering exclusion" and to validate their perceptions and experiences of poverty within the provisions of Objective 4 of the Common Objectives. The current situation is still that the views and needs of children and young people are interpreted and relayed through adults and even, in some Member States that the focus on children is mainly as future adult employees as opposed to a focus on the quality of their life now. For that reason Eurochild AISBL will seek to provide opportunities to "model" processes by including children and young people, wherever resources permit, in events we organise through this programme. In this framework Eurochild AISBL will organise a skills building workshop/training session on Child Poverty, to equip children and young people to talk about their situation to the European Commission directly

The three elements of the Eurochild proposal can be summarised as follows:

Monitoring Policy Effects

- A major element of our work programme in 2005 will be the third phase of our assessment of the NAPs/Inclusion from a children and young person's perspective. This will focus primarily on the 2003-2005 NAPs/inclusion - in view of the reporting requirements of the former EU15 MS this year - but will also include EU10 MS electing to report on 2004-2006 plans. Assessment of the implementation, impact and (where applicable) update of plans will be undertaken in countries where Eurochild has members, with active participation at national level encouraged. Account will be taken of EU guidelines issued to Member States on reporting processes. The programme will be supported by the Steering Group of members who participated in the 2004 programme. Children and young people's involvement will be encouraged wherever possible. This Steering Group will, through both Eurochild membership and their own networks, involve other (new) members in this work programme.
- Comment on documentation on NAPs/Incl produced by the Commission and relevant events organised around the Lisbon agenda (e.g. continuing policy development surrounding streamlining; the network meetings organised around the Community Action programme; the Round Table Conferences on Poverty and Social Exclusion)

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Policy Development/Membership capacity-building

- The production of Policy Papers on eradicating child poverty to disseminate at European level (Commission/Parliament/EAPN) and at national levels through our membership. This will include an ongoing review of changes in legislation in countries where Eurochild has members to assess the extent to which this promotes or hinders social inclusion
- Liaison with the Council of Europe, the European Commission and other relevant EU institutions (e.g. European Parliament) to offer a specialist view on child poverty. Liaison with National Experts on NAPS/Incl
- The provision of a second Policy Forum for members on European and national policy developments and initiatives, to maximise their visibility and influence in their own countries.
- Convening meetings of the Steering Group for the NAPs/Incl Work Programme and linking relevant policy issues to the wider programme agenda
- Developing, with members, appropriate indicators for reviewing effectiveness in influencing the policy process
- For EU10 Member States and candidate countries: a specific emphasis within the work programme on information dissemination in relation to European policy development and new initiatives; sharing of good practice examples; support to connect with national children's networks and national NGO networks (linking particularly to the work of the Social Platform and EAPN); support to develop mechanisms for effective policy lobbying, support to develop strategies for ensuring children, young people and their carers have a voice. The encouragement of "bi-lateral partnering" arrangements between EU10 Member States and the 15 established Member States will be a significant feature of this programme as it will enable EU10 Member States to benefit from their partners' experiences of what has been most effective and what is transferable across Member States.
- Specific attention will be paid to the expansion of the membership in the EU25 as well as the Candidate countries, therefore a sound membership recruitment strategy and accreditation process will be worked out. In relation to the NAPs/Incl programme, current members will be encouraged to get actively involved in the identification process of potential members in another target country. This will also facilitate trans-national partnerships between members.

Awareness Raising

- The e-briefings which will be available on the web site twice a month will also be sent to the MEPs. Eurochild AISBL will keep in touch with politicians on a regular basis. The coming eight months Eurochild AISBL will also start with the preparation of the yearly meeting (which will normally be held in March) with MEPs to which a representation of children and young people will be invited.
- Eurochild will continue to hold an annual membership meeting in May to set the direction of the organisation for the coming year. This meeting will be preceded by a Policy Forum.
- Eurochild will also continue the work programme on the NAPs/Incl which will focus this year on the implementation process and impact.
 - This year Eurochild AISBL will continue the development of an interactive website where information concerning activities of Eurochild, its members, the latest developments in policy, events etc. will be presented. In the framework of the communication strategy, it is the intention to create a user-friendly website with information concerning children's rights, child poverty and social exclusion in general and the activities of Eurochild and its members in particular. Thus, the website will also serve as a tool for recruitment of new members. Additionally the Members' room which can only be accessed by Eurochild Members will be further developed in order to inform them about the latest developments on European level and will enable members to share and exchange information and experiences in their fields of action. In view of the active participation and involvement of children and young people, it is also the

intention to develop a "child section" where children can easily access information concerning children's rights, child poverty, social inclusion...

- With a view to the accessibility of our website, we envisage the translation of the website in French at first.
- Eurochild AISBL will also develop e-info flashes to alert and inform the members immediately of the latest news concerning social inclusion on the European level. Information related to child poverty, social inclusion etc. will also be gathered on a regular basis in which will be circulated among members, MEPs and other stakeholders at least every two weeks.
- Once every month an e-newsbulletin with news from Eurochild AISBL, events, European institutions, policy processes concerning child poverty issues, etc. will be available on the website.
- Eurochild AISBL will also release policy papers emanating from and responding to actual events in the social inclusion field. Among others, the proposed NAPS/Inclusion-programme will result in the publication of such policy paper. It is proposed to release 2 policy papers in total. These policy papers will be widely disseminated among members, MEPs, stakeholders and other policy makers.
- Twice yearly Eurochild AISBL will publish Newsletters (printed version). These Newsletters have besides an informative also a promotional objective and will be disseminated as widely as possible. The Newsletter will contain information concerning developments and activities of Eurochild and its members, as well as information from the European Commission and other institutions related to the social inclusion process.
- Eurochild AISBL will also continue the publication of contributions through "Children in Europe" and other relevant European and national journals.

I. MONITORING POLICY EFFECTS

The key elements to this section are set out in detail below:

- a) Assessment of the implementation, impact and (where applicable) update of the 2003-2005 NAPS/inclusion in the former EU15 MS and also EU10 MS electing to report on 2004-2006 plans.**
- b) Monitoring of national legislation to assess extent to which this promotes or hinders social inclusion.**
- c) Comment on documentation produced by the Commission on the NAPS/Incl. and participation in relevant events organised around the Lisbon Agenda, now Growth & Jobs strategy**

This would involve:

a). Assessment of NAPS

- Establishing Steering Group to support the process, consisting of the members who were involved in last year's assessment of the NAPS/Incl
- Identification of target members to be involved in the assessment
- Elaboration of discussion document for Steering Group to inform drafting of framework/research tool for assessment
- Producing framework/research tool for data collection incorporating comments from steering group
- Supporting members in the application of this research tool
- Supporting the "bilateral partnering" between members of the EU15 & EU10
- Maintaining contact with national experts

- Producing final report of findings and disseminating findings
- b) Monitoring of Policy and legislation at EU and National levels**
 - Keeping up to date with the latest relevant policies/policy documents emanating from the European Parliament, European Commission, Council of Ministers, Council of Europe, UN etc
 - Liaising with Members and other experts in relation to relevant developments especially relevant legal developments.
 - Supporting representational policy activity in relation to other European Networks such as EAPN and the Social Platform through Members and staff
- c) Commenting on relevant social inclusion documentation and participation in relevant events**
 - Drafting policy documents, briefings, meeting and conference reports for the Secretary General and Members
 - Establish Eurochild position papers through the Policy Forums and also the policy strategy of Eurochild.
- Dissemination information to members and supporting exchange of information between members
- Dissemination of information to MEPs and other policy-makers and stakeholders
- Maintaining the dialogue with the European Commission and other EU institutions, commenting on policy documents and participating in relevant events

2. Methodology

Eurochild will, through its Secretariat,:

- Liaise with specialist advisers and members on the development of the framework/research tool
- Establish a steering group consisting of the members who were involved in the assessment of last year. These members will help with the identification of other target members to be involved in the proposed work programme.
- Establish appropriate communication processes with and between members to support the application of the research tool. Maintain email/telephone contact with target membership to advise, support, progress process and encourage active participation at national level
- Share information updates on relevant Member States implementation reporting/ update planning and National Experts' independent reports.
- Policy Forum
- Produce regular info flashes & two weekly e-briefings
- Produce monthly e-newsbulletins
- Ensure that an appropriate "rights-based" focus on child poverty is maintained in the monitoring and development process and that the visibility and participation of children and young people is promoted.
- Disseminate the report of findings on the NAP's produced by the Child Poverty Consultant with recommendations for effective interventions to maximise their intended impact as an instrument of change. These will be supported by examples of transferable models of good practice.

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- Present the findings at Eurochild's Annual conference
- Attend meetings with the European Commission and other relevant EU institutions, comment on policy documents and participate in relevant events.
- Network with other European and national NGOs and maintain contact with National Experts.

3. Resources required

Since January 2005 a full staff team has been appointed. This includes a Secretary General (full time), Office Manager (3 days a week) and Information Officer (5 days a month) based in Brussels. It is essential to provide sufficient resources to maintain and even extend the current staff plus office running costs. In order to fully utilise the expertise, user contact and policy knowledge of the membership to the child poverty programme – and in particular the NAPS-implementation assessment – and to disseminate the results to maximum effect it is also asked to provide sufficient staff resources to increase the number of workdays of the Information Officer (from 5 days to 10 days per month) and to recruit a part time Policy and Development Officer (10 days per month) to strengthen the Secretariat. To ensure the continuity of the NAPS/Incl programme, it is proposed to entrust Eurochild's Child Poverty Consultant, who co-ordinated the previous years' work (25 days) with the task of carrying out the final phase of the work. Other supports for operational activities are also necessary, such as travel costs and interpretation services to facilitate meetings and seminars/conferences, translation and printing costs for information dissemination. Other supplementary sources of funding from within the network will also be sought, for example to support additional meetings.

II. SUPPORTING POLICY DEVELOPMENT/BUILDING MEMBERSHIP CAPACITY

The key elements of this section are set out in detail below:

1. (a) Establish an agreed position on the issue of eradicating poverty and social exclusion across the membership ensuring that the views of children and their carers are incorporated effectively
- (b) build capacity within the membership to maximise their impact on the NAPS/incl policy process
 - Produce Eurochild policy papers and disseminate with the membership at European and national levels
 - Offer a specialist outside view on child poverty to the Commission and other relevant EU institutions
 - Equip members with the skills and information to influence the development of NAPS/Incl in their own countries, particularly those from the EU10 through the 'bi-lateral partnering' process
 - Promote the involvement of children and carers in the NAPS/Incl policy process
 - Review members' effectiveness in impacting on the NAPS/Incl

2. Methodology

Through the Secretariat, Eurochild AISBL will:

- Attract new members in the EU25 and involve them in the work programme
- Work with members and specialist advisers to process the information from the NAPS/Incl monitoring exercise to produce policy papers setting out the key elements needed for eradicating child poverty and social exclusion, the fundamental principles of a 'rights-based' approach to child poverty, the importance of involving children, young people and their carers as actors in the process and the part NGO's should play in the continuing monitoring and development of policy
- Maintain an active liaison with the European Anti Poverty Network and national anti-poverty networks that are wider than children's issues

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- Maintain a dialogue with the Commission and other EU institutions, and through members, with NAPS/incl National Experts
- Establish Annual Policy Forum to cover as a minimum, areas such as: Eurochild Positions, mechanisms for becoming involved in the policy process at different policy levels, promoting the participation of children and young people, discussion of information disseminated and sharing of good practice to influence the content and implementation of plans
- Support and develop the 'bi-lateral partnering' arrangement according to members needs Agree with members appropriate indicators for reviewing their effectiveness in influencing the policy process

3. Resources required

As in the previous section, sufficient staff resources of a high calibre are essential to fully utilise the existing expertise, user contact and policy knowledge within the membership and to increase capacity, particularly in the EU10 Member States, to exert maximum influence on policy development. This includes the Secretary General (5 days a week), the Office Manager (3 days per week) and the Information Officer (increase of workdays from 5 to 10 days a month) plus office running costs. It is also proposed to strengthen this team with a Policy and Development Officer (10 days per month).

III. AWARENESS RAISING

The key elements to this section are set out in the detail below:

1. The overall objective will still be to

- (a) increase greater visibility of children and young people in the NAPS/Incl and social inclusion agenda**
- (b) promote their recognition as "people suffering exclusion" whose voices should be heard in the policy process, within the provisions of Objective 4 of the common Objectives.**

Main target audiences will be:

- Eurochild's own membership (to achieve greater involvement of both their organisations and the children and their carers in the development of NAPS/Incl)
- European and national politicians and policy makers
- Statutory bodies providing social work, education, and health services
- The justice systems
- The wider public and professional audience

Children and young people will be involved in these processes wherever possible (and as resources permit) and we seek to "model" processes and share good practice through our own and through members' national activities. Eurochild AISBL will for the first time organise a Workshop on Child Poverty (June 2005) where children and young people from different countries will be given the opportunity to talk about their situation directly to representatives of the European Commission.

2. Methodology

Through the Secretariat, Eurochild will

- Produce monthly e-newsbulletins on policy development for members, MEP's, stakeholders etc.
- Arrange an Annual skills development Workshop on Child Poverty, where children and young people being the advocates of their own situation will be given the opportunity to develop their

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capacity to address directly the European Commission and discuss issues relating to child poverty and social exclusion

- Produce regular info flashes and two-weekly e-briefings to keep members up to date on policy developments, at a European and at national levels, to support members in their lobbying activities in their own countries
- Facilitate the flow of information regarding effective practice through the 'bi-lateral partnering' arrangement
- Hold the annual members conference
- Produce the Annual Report 2004
- Produce policy papers
- Publish a bi-annual Newsletter
- Design & maintain a user-friendly and active and informative website
- Issue periodic press releases
- Publish articles in "Children in Europe" and other relevant European and national journals
- Publish in as many languages of the EU as are appropriate to the material and as can be supported from the budget
- Seek to provide members with as many opportunities as possible, within the programme of activities, for visits to other Member states to cross-fertilise ideas and experiences in a "live" context

3. Resources required

As stated before, sufficient staff resources of a high calibre are essential to fully utilise the expertise, user contact and policy knowledge within the membership, to maximise the awareness raising process and exploit the potential for change. This includes a Secretary General (5 days a week) Office Manager (3 days per week), Information Officer (10 days a month) and a Policy & Development Officer (to be recruited- 10 days per month) plus office running costs. Other supports for operational activities are also necessary, such as the costs of holding conferences, meetings and seminars; preparation and dissemination of reports, publications, Newsletters, Bulletins, policy papers; (re)design and maintenance of the website; facilitating the involvement, wherever possible, of children and young people; encouraging active contact across the membership. Other sources of funding from within the network will also be sought, wherever possible, to supplement existing resources, particularly in relation to the involvement of children and young people.

2.2. Specify how the objectives and the activities of the organisation as identified above add value to the objectives and activities of the European networks which also address directly or indirectly the fight against social exclusion and poverty

Child poverty requires a focus on it or else it will be hidden. Children and young people can contribute to the solutions as well as describing the problems. The objectives above will add value to the existing networks fighting against poverty and social exclusion by:

1. **Increasing the capacity of the statutory sector** - the close working relationship of many of our members with statutory agencies as well as the extension of membership to them will enable those agencies to benefit from the results of our work. These agencies and also Europe wide professional networks such as child health will speed up the fight against social exclusion and child health.
2. **Strengthening the existing links with national politicians within members countries and with MEP's** - Member agencies have a variety of levels of relationship with politicians - both national and European. Both are influential in achieving change and our members will be able to brief politicians with relevant examples, research etc so as to improve the quality of information upon which policies at the European level are made.

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3. **Strengthening the network of existing child welfare organisations across Europe** and the children, young people and families with whom they work so they can contribute effectively to eradicating poverty by:- attracting new organisations into the network; uniting them with a common purpose; increase their capacity to take action to influence policy at European level, both alone and jointly with other national and European networks; increase the joint action between Eurochild and children, young people and their families to achieve change.
4. **Learning across national boundaries through** transmitting good practice across national boundaries and due to the nature of our members' work which is very close to national realities, it can act as a reality check for the impact of new policies; communicating information regarding child poverty - a focus on social exclusion and child poverty will raise the stakes in many countries as information is shared and good and bad policies disseminated; Eurochild can contribute to the quality of information being considered at the European level as it has strength in its depth of membership including most of the major providers of children's services. Policies need to be accurately informed by the reality on the ground and by organisations where large numbers of children are involved – Eurochild can provide quality information through its enlarged membership. The proposed bi-lateral partnering scheme will be supportive to new Member States.

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2.3. Provide details illustrating the mechanisms of consultation and information between the members and indicate how this co-operation is to be reinforced by the execution of the programme (give a summary of the outcome of the co-ordination activities of your organisation co-financed in 2004-2005).

Eurochild members meet on at least a bi annual basis to decide policy directions in the form of members meetings. The focus of this application will support this activity specifically addressing the way in which the members work both together at a European level and at the national level to combat child poverty and social exclusion.

Much of the regular connection through the network is via e mail policy groups which have arisen out of the work programme associated with the first two years of the Action Programme. Other means of members coming together can depend on project funding for specific pieces of work unless member agencies find resources themselves. This bid will ensure that the annual conference will take place which is focused on child poverty and social exclusion and which will be a progression of work in relation to raising awareness; monitoring and influencing the National Action Plans. It will also enable bi lateral support and co-operation.

Eurochild AISBL will further develop the existing web site (www.eurochild.org) in order to have a user-friendly and interactive tool to facilitate the communication and exchange of information with and between our members. It will also have a range of information sections plus a discussion forum on Child Poverty. This application will support the depth and range of content on the web site as significantly more information regarding child poverty and social exclusion will be available from the members work. Eurochild AISBL will also endeavour to develop a "child section" on this website which will be easily accessible for children and young people.

Members are able to access easily the members' room on the web site. Eurochild AISBL releases also regular info flashes to rapidly inform our members of (policy) developments in their working field.

Eurochild AISBL also produces monthly e-newsbulletins and 2 printed newsletters per year. This application will enable significantly more content to be produced on the subject of child poverty and social exclusion.

Policy papers are also a means of informing members and the more languages they are available in the better. Currently Eurochild operates in French and English. This bid will enable Eurochild to produce more accessible material in the child poverty field.

2.4. Explain how the proposed co-ordination programme fits the general objectives of the Community action programme to combat social exclusion and how it will contribute significantly to the further development and implementation of the European strategy to combat social exclusion

1. Eurochild AISBL reviewed in the 2004 work programme the NAPS/Incl. Eurochild members undertook national assessments of the visibility of children and young people in the planning process. The findings of this review are contained in a synthesis report entitled *National Action Plans on Social Inclusion: Increasing the Visibility of Children and Young People*, produced in October 2004. This year's work programme will focus on the implementation of the NAPs/Inclusion and assess their effectiveness in addressing child poverty and social exclusion. A report of findings will be produced, with recommendations for effective interventions to maximise their intended impact as an instrument of change. These will be supported by examples of transferable models of good practice.

2. We are also committed to involving children and young people directly in the policy process and have the skills and experience within the membership to "model" ways of doing this. A Workshop on Child Poverty where children and young people will participate actively is planned in June 2005.

3. Our proposal to encourage the development of 'bi-lateral partnering' across established Member states and the EU10 Member states also has the potential to significantly increase the richness of information exchange and cross-cultural learning to pave the way for enlargement and the involvement of 25 Member States in the social inclusion process.

4. Our work to date on the NAPS/Incl may prove useful in the longer term to the development of indicators of child poverty based on the experiences of children and young people and their carers themselves.

5. Eurochild's members will also be experienced at joint working with networks that are concerned with aspects of poverty and social exclusion beyond child poverty; working with national governments and statutory agencies on policy development as well as the European institutions.

6. By building the information base and capacity of our members, as well as developing new alliances, the issues for children can be better understood, and responded to more effectively approaches if they are based on the experiences of children and young people themselves.

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2.5 Explain how people who may be exposed to social exclusion and poverty are involved in the programme's implementation and follow-up and in what way

- (1) Children, young people and their families are directly involved with the work of our member agencies. It is our custom and practice to involve them at all stages of the process of designing, implementing and monitoring and evaluating our work.
- (2) Our members are experienced at supporting and empowering service users, both nationally and internationally, and will be keen to share this expertise and "model" activities, wherever possible, through the current programme (for example at the Workshop on Child Poverty)
- (3) The members' assessment of the implementation of NAPS/Incl and their effectiveness in addressing child poverty and social exclusion will also actively encourage agencies consult with and incorporate the views of service users. They will be supported by member organisations to give their views through a wide range of mediums, such as video diaries, and have the potential to be major contributors to the transmission of information regarding the impact of policies on their lives.

Eurochild AISBL also stands to open up membership to a wider constituency of statutory and academic institutions.

2.6. Explain how the network will be able to act as an effective intermediary between various relevant policy levels, actors and institutions involved in the fight against social exclusion in the European Union

Eurochild is active in the Social Platform, and is also a key player in the UNICEF NGO as well as having observer status in the Council of Europe and ECOSOC.

We are able to field different member representatives to a wide range of forums and are collaborative by nature. Eurochild AISBL will get in touch with other existing European networks in order to discuss possible ways of co-operation in the fight against social exclusion.

In addition there are some pan European networks for certain specialisms that are in membership of Eurochild such as helplines.

Obviously the link with EAPN is crucial as the particular issues for children need highlighting with substantive data. Our member's influence at national and European level is substantial and the potential for a groundswell of activity from our members providing there is sufficient support centrally is clear.

2.7. Explain how the work programmes of 2005 fits into the strategic work plan of the network during the three year period (2003-2005) and explain possible developments of the network's activities for 2005-2006.

The primary focus of Eurochild between 2005 and 2006 is on combating child poverty and the work programme is primarily that of the activities listed in the bid. It is our intention to develop a process that informs and equips members to be active at European and national levels through information dissemination, training, partnering between organisations and representative activities in key European bodies. Monitoring the NAPS/Incl and contributing to their development and implementation is a major objective of the network.

2.8. Justify the requested percentage of the Community grant (i.e. reasons why you are asking for a particular amount of funding), bearing in mind that the 90% core-funding may only be reached under exceptional circumstances, and explain what the sources will cover the remaining budget.

The request for 90% contribution is justified by the fact that our bid is modest and the only core funding for Eurochild AISBL. We requested a larger amount of money than the second year because to fulfil the objectives of the current work programme the support of a Policy and Development Officer and an increased number of days for the Information Officer seem necessary. We would very much have liked to have requested a significantly larger amount of money as we have the potential to do considerably more work, however the match funding requirements are exceptionally difficult. Our members have been consistently generous in relation to match funding for projects, from which they too have benefited with air fares etc,

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but as we are however keen to ensure that the work on child poverty and social exclusion is central to our activity we wish to strengthen the Secretariat.

SECTION III
Implementation schedule

3.1 Expected starting date (please remember that your work programme must start on 1 April 2005 and finish by 30 November 2005):

Date of the start of work (DD/MM/YY)*** 01/04/05

Date of the end of work (DD/MM/YY)**** 31/11/05

- (a) Please provide a detailed timetable for the implementation of the work programme, as follows:

There will be core tasks which will be ongoing, where costs are spread over the year: for example, liaison with members: meetings/ dialogue with the Commission and other EU institutions; liaison with European NGO networks; update & maintenance of website. For the same reason, the regular info flashes for members as well as the two weekly e-briefing and the monthly e-newsbulletin have not been mentioned below. Therefore the following is exceptional reporting of specific activities and their cost implications:

Month	Action(s)	Anticipated cost (in EURO)
April	Recruitment of Policy & Development Officer	2750
	Annual report 2004	2100
	2 x e-Briefings to Members & MEP's	1090
	e - news bulletin	500
	Development of membership recruitment & communication strategy & Implementation	8000
	(This will be an ongoing activity) Support & Development of	3500
	Membership (This will be an ongoing activity)	600
	Teleconference with Steering Group and Consultant	2000
	Managing and Supporting the Steering Group which will steer the child poverty work programme	1050
	Preparation of discussion document for first NAPS/Incl Steering Group Meeting	
May	1 st Naps /Incl Steering Group Meeting	2000
	Elaboration of framework for data collection on implementation of	700
	NAPS/Incl. and the effectiveness	950
	Identification of target members to involve in	500
	assessment of	1090
	implementation of	12000
		1500

*** the dates of the start and end of work determine the period of eligibility of any expenditure

**** All expenditure incurred after this date will not be eligible except where express authorisation has been approved by the competent services

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	NAPS/Incl. e – news bulletin 2 x e-briefings to Members & MEP's General Assembly/Members meeting & Policy Forum Policy paper on child poverty	
June	Children & Young Peoples Skill Building Workshops Summer Newsletter (printed version) 2 x e-briefings to Members & MEP's Circulate Naps/Incl framework to target membership e – news bulletin	11000 4500 1090 875 500

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July/August	Follow-up NAPs/ Incl participants to advise, support, progress process and encourage active participation at national level	1300
		1090
		1090
	2 x e-Briefings to Members & MEP's JULY	4000
	2 x E Briefings to Members & MEP's AUGUST	1000
September	Bi-lateral Partnership Scheme	
	e – news bulletin x 2	
	Processing of data collected from NAPS/Incl reports from target membership	1500
	Completion first draft NAP's/ Incl report for circulation	1300
	2 x e-briefings to Members & MEP's	1090
October	Second NAP's /Incl Steering Group meeting to discuss 1 st draft report and agree recommendations	2000
	e – news bulletin	500
	Annual conference on Child Poverty & social exclusion	25000
	Finalise NAP's/Incl Report	2500
	2 x e-Briefings to Members & MEP's	1090
	Members meeting & Policy Forum	2000
		500
	e – news bulletin	

November	Preparation of Programme reports for Commission including Independent Evaluation	7500
	2 x e-briefings to Members & MEP's	1090
	Policy paper on child poverty	4500
	e – news bulletin	500

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SECTION IV

Results expected from the activities as listed under 2.1.

Please give the indicators through which the impact of the subsidy can be evaluated in relation to the defined general objectives. Also, specify the target population and methodology, in addition to the final product to be delivered to the Commission on completion of the activities of your organisation.

The target population is the membership of Eurochild (including the members of umbrella bodies in membership, from the full range of sectors where applicable), the children, young people and their families with whom our members work, and partner networks and politicians, at a European and at national levels.

Monitoring Policy Effects:

- Production of a synthesis report on the implementation of NAPS/Incl to establish their impact and effectiveness.
- A review of changes in legislation in each country (where Eurochild has members) that promotes or hinders social inclusion

Policy Development/ Capacity Building

- Production of policy papers (2) on eradicating child poverty and social exclusion
- An annual meeting for members (Policy Forum) on national policy development that will cover policy content, ways of establishing mechanisms for involvement at different policy levels, ensuring children and their carers have a voice
- A review of the Members effectiveness in influencing the policy-making process

Awareness Raising:

- Production and dissemination of information including info flashes and e-briefings for members, e-newsbulletins for MEPs, members and other stakeholders, bi-annual Newsletters (printed version)
- Production of the Annual Report 2004
- A Workshop on Child Poverty involving children and young people
- An annual Members' conference
- Publication of short papers through "Children in Europe" and other relevant European and national

Evaluation of the expected results of the programme will be undertaken:

a) internally, via ongoing reporting to the Management Board by the Secretariat and by standing working groups (eg. the policy working group) and by the annual reporting process for the AGM

b) externally, via the appointment of an Independent Evaluator with appropriate expertise in the field of child poverty, who will be given a specific brief as to the expected results, as outlined above. We would also expect the Independent Evaluator to comment on process (e.g. in terms of communication and collaboration) and on the future potential of the network to contribute to the programme.

An Interim Report on progress will also be produced for the Commission.

ANNEX II Beneficiary's operating budget

1. Provisional operating budget in EUR

Headings and items	Sub-totals	Totals
EXPENSES		
NON-ELIGIBLE COSTS		
	<i>Total Non-Eligible Costs</i>	0.00
ELIGIBLE COSTS		
Eligible Direct Costs (D)		
<i>Heading 1 – Staff costs</i>		92 441.45
Management	38 259.69	
Administration		
Project staff	32 252.16	
Secretariat	16 680.10	
Accounting	4 000.00	
Other staff	1 249.50	
<i>Heading 2 – Travel and subsistence allowances</i>		20 828.78
Travel	10 650.00	
Subsistence allowances (accommodation, meals, etc.)	10 178.78	
<i>Heading 3 – Costs of services</i>		35 692.00
Information dissemination	8 000.00	
Translations		
Reports and translation costs	3 292.00	
External expertise		
Sub-contracting	8 750.00	
Other services		
Other external services (interpretation, catering)	3 850.00	
Audit and evaluation costs	3 250.00	
Services relating to the above eligible direct costs	8 550.00	
<i>Heading 4 – Administration costs</i>		17 704.43
Depreciation for purchase of equipment	2 413.00	
Other administrative costs		
Immovable property	6 867.00	
Raw materials and running expenses	7 857.43	
Charges for financial services	567.00	
	<i>Total Eligible Direct Costs (D)</i>	166 666.66
Total Eligible Costs = D		166 666.66
REVENUE		
COVER OF NON-ELIGIBLE COSTS		
Beneficiary's contribution to cover the non-eligible costs		0.00
INCOME		
Beneficiary's contribution in cash (C)		16 666.67
Commission Grant (S)		149 999.99
Total Income = C + S		166 666.66

2. Calculation of amounts due under the present Agreement

2.1. DSAs (Daily Subsistence Allowances)

The daily subsistence allowance (DSA) is paid as a flat-rate amount and is considered to

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cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. They will be paid for each calendar day spent on mission away from the usual place of work, provided that the corresponding assignment is of a short-term nature. The DSA will vary according to the country in which the missions are to be carried out.

Daily subsistence allowances (DSA) are to be calculated as follows according to the length of the mission:

- 6 hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than 6 hours but not more than 12 hours: 0.5 DSA;
- more than 12 hours, but not more than 24 hours: 1 DSA;
- more than 24 hours but not more than 36 hours: 1.5 DSA;
- more than 36 hours but not more than 48 hours: 2 DSA;
- more than 48 hours but not more than 60 : 2.5 DSA, and so on.

The agreed rates (in EUR per calendar day) to be used for the purposes of the present Agreement are set as follows:

Destinations		DSA in EUR	Maximum hotel price in EUR	Destinations		DSA in EUR	Maximum hotel price in EUR
AT	Austria	74,47	128,58	IT	Italy	60,34	114,33
BE	Belgium	84,06	117,08	LT	Lithuania	80,00	170,00
CY	Cyprus	50,00	110,00	LU	Luxembourg	82,00	106,92
CZ	Czech Republic	55,00	175,00	LV	Latvia	85,00	165,00
DE	Germany	74,14	97,03	MT	Malta	60,00	115,00
DK	Denmark	91,70	148,07	NL	The Netherlands	78,26	131,76
EE	Estonia	70,00	120,00	PL	Poland	60,00	210,00
EL	Greece	66,04	99,63	PT	Portugal	68,91	124,89
ES	Spain	68,89	126,57	SE	Sweden	92,91	141,27
FI	Finland	92,34	140,98	SI	Slovenia	60,00	110,00
FR	France	72,58	97,27	SK	Slovakia	50,00	125,00
HU	Hungary	50,00	165,00	UK	United Kingdom	86,89	149,03
IE	Ireland	80,94	139,32				

2.2. Travel expenses

Travel expenses relating to journeys effected in execution of the present Agreement: these expenses will be reimbursed within the following limits:

- the journeys have to be carried out by the most direct and economic route;
- train journeys: first class;
- air travel: special fares (Apex type) will be the normal basis of reference. The "full fare economy" will be accepted only on a case-by-case basis with proper supporting evidence – in any case it constitutes a maximum (air travel allowed only for distances above 400 km, i.e. return flight above 800 km);
- car journeys: equivalent of corresponding first-class train ticket.

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