



**EUROPEAN COMMISSION**

DIRECTORATE-GENERAL JUSTICE

Directorate A

**Unit A4 : Programme Management**

**SPECIFIC PROGRAMME "PROGRESS" (2007-2013)  
SECTION 4 - ANTIDISCRIMINATION AND DIVERSITY**

**Support to national activities aiming at combating  
discrimination and promoting equality**

**RESTRICTED CALL FOR PROPOSALS FOR ACTION GRANTS  
JUST/2012/PROG/AG/AD**

**Deadline: 28 June 2012, 12:00 CET**

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## **1. INTRODUCTION**

### **1.1. The PROGRESS programme in general**

PROGRESS<sup>1</sup> is the EU employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda<sup>2</sup>, as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present call for proposals is issued in the context of the implementation of the 2012 annual work plan which can be consulted at:

[http://ec.europa.eu/justice/grants/programmes/progress/index\\_en.htm](http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm)

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<sup>1</sup> Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006.

<sup>2</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

## 1.2. The opportunities offered by the "Antidiscrimination and diversity" strand of PROGRESS

Section 4 of the "Community Programme for Employment and Social Solidarity (PROGRESS)<sup>3</sup>" supports the effective implementation of the principle of non-discrimination. Article 7(c) stipulates that this shall be done by, *inter alia*:

*"Raising awareness, disseminating information and promoting the debate about the key challenges and policy issues in relation to discrimination and the mainstreaming of antidiscrimination in all Community policies, including among the social partners, NGOs and other stakeholders"*

To this aim, Article 9 of the same Decision allows for the financing of certain types of actions such as:

- *"Identification of, and exchanges on good practices, innovative approaches and experiences, and organisation of peer review and mutual learning, by means of meetings/workshops/seminars at European, transnational or national level, taking account, where possible, of specific national circumstances",*
- *"Funding of specialised seminars addressed to those working in the field, key officials and other relevant actors".*

## 1.3. Non-discrimination at EU level

The Treaty on the Functioning of the European Union (TFEU) indicates clearly that the European Union shall aim to combat discrimination when defining and implementing its policies and activities (Art. 10 TFEU). Introducing of Article 19 into the TFEU strengthened the European Union's capacity to act in the non-discrimination area by giving it specific powers to take action to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

In 2000 the Council adopted two directives transposed over the past few years into national laws: Directive 2000/43/EC<sup>4</sup> implementing the principle of equal treatment between persons irrespective of racial and ethnic origin and Directive 2000/78/EC<sup>5</sup> establishing a general framework for equal treatment in employment and occupation on the grounds of religion or belief, disability, age or sexual orientation.

On 2 July 2008, under its [renewed social agenda](#) the Commission adopted a **non-discrimination package** comprising *inter alia* the **Communication entitled "Non discrimination and equal opportunities: a renewed commitment"**<sup>6</sup> which presents a comprehensive approach to step up action against discrimination and promote equal opportunities. This Communication states that better protection against discrimination must be supported by an active strategy to promote non-discrimination and equal opportunities mainly through more effective use of the instruments available such as non-discrimination mainstreaming, positive action, actions to measure discrimination and evaluating progress, awareness raising and training and activities promoting diversity in the work place.

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<sup>3</sup> Decision No 1672/2006/EC of the European Parliament and of the Council.

<sup>4</sup> OJ L 180/22 of 19.7.2000.

<sup>5</sup> OJ L 303/16 of 2.12.2000.

<sup>6</sup> COM(2008)420.

The European Commission adopted on 5 April 2011 a Communication launching an EU Framework for national Roma integration strategies up to 2020. The EU Framework is a milestone in promoting Roma Inclusion. It calls on the Member States for more efficient responses and a comprehensive approach which has the potential to bring about tangible changes to the lives of so many. All 27 EU Member States developed and presented to the Commission their national Roma integrated strategies, which are available here: [http://ec.europa.eu/justice/discrimination/roma/national-strategies/index\\_en.htm](http://ec.europa.eu/justice/discrimination/roma/national-strategies/index_en.htm).

Equality of opportunity for people with disabilities is at the centre of the multiannual European Disability Strategy 2010-2020 which was adopted on 15 November 2010<sup>7</sup>, and its predecessor the EU Disability Action Plan 2003-2010<sup>8</sup>. The overarching goal of the EU Strategy is the continuous and sustainable improvement in the situation of persons with disabilities in economic, social and participatory terms. The strategy also aims to facilitate the implementation of the United Nations Convention on the Rights of Persons with Disabilities, to which the EU and all Members States are party or in the process of becoming it.

The Commission runs an information campaign entitled “For Diversity. Against Discrimination” in all 27 EU Member States to raise awareness of discrimination as well as to promote the benefits of diversity<sup>9</sup>.

## **2. SCOPE OF THE CALL**

### **2.1. Objectives of the call**

The objectives of this call are to support national authorities in charge of equality and non-discrimination of PROGRESS participating countries in:

- a) Developing their national policy to combat discrimination and promote equality beyond legislation;
- b) Fostering the dissemination of information on EU and national policy and legislation in the non discrimination field;
- c) Identifying best practices which could be transferable to other participating countries.

In this call, the Commission wishes to support activities which tackle at least one of the following **5 grounds of discrimination: race and ethnic origin, disability, age, religion or belief and sexual orientation**.

Funding from PROGRESS should complement existing or planned national activities in the field of non-discrimination. The applicant should explain how gender dimension was taken into account when planning and implementing the activities. The discrimination faced by especially vulnerable groups such as Roma should also be considered.

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<sup>7</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0636:EN:NOT>

<sup>8</sup> <http://ec.europa.eu/social/main.jsp?catId=430&langId=en>.

<sup>9</sup> See more information at <http://www.stop-discrimination.info/24.0.html>

## 2.2. Priorities of the call

The Commission would in particular encourage activities on the following topics, all of which are key policy areas under the PROGRESS funding programme:

1. **Non discrimination mainstreaming:** practical integration of equality issues in other national/regional/local policies, guidance to support that process, dissemination of results and development of tools such as equality impact assessment, equality plans. The activities could also take the form of training on equality issues for civil servants responsible for policy design and/or elaboration and management of programmes both at national and regional/local levels, elaboration and dissemination of manuals, creation of specific curricula in public servants' training programmes.
2. **Diversity management in the public and private sector:** identification of existing practices, research work on their impact and awareness-raising on their results. The proposed activities may for example focus on general provisions, like adapting daily routines and work processes within organisations, and combine it with provisions which target individuals or vulnerable groups, for example recruitment procedures or reasonable accommodation schemes. Additionally, the proposed activities may focus on measurement of diversity management benefits. Finally, the proposed activities may be linked to the launch and implementation of diversity awards.
3. **Roma:** activities aiming to raise awareness of the situation of Roma and supporting their integration into mainstream society. Analysis of the situation of Roma and identification of good examples in the country across different fields related to Roma social inclusion and combating discrimination in: education, healthcare, employment, housing, etc. Analyses touching upon the challenges for building up meaningful indicators supporting policy design to sustain the inclusion of the Roma population.
4. **Multiple discrimination:** research work on the phenomenon, awareness-raising of its existence and consequences, identification and dissemination of good practices in combating multiple discrimination.
5. **Measurement of discrimination:** production and collection of data on discrimination of vulnerable groups at the national/regional level in order to improve the monitoring of actions to combat discrimination.
6. **Discrimination on the ground of religion or belief:** research work on the phenomenon, awareness-raising of its existence and consequences, identification and dissemination of good practices in combating this form of discrimination.

Please see related Commission's studies/reports on the above mentioned subjects at the following address:

[http://ec.europa.eu/justice/discrimination/document/index\\_en.htm](http://ec.europa.eu/justice/discrimination/document/index_en.htm).

All applications should take into account the gender dimension of discrimination. If the action(s) deal(s) with multiple discriminations, gender can obviously be considered as a discrimination ground in addition to those mentioned under point 2.1 of the present call for proposals.

## 2.3. Type of activities

The projects which may be financed under this call for proposals may include the following activities:

- Training activities in the non discrimination field.
- Identification, analysis, promotion and dissemination of good practices on non discrimination.
- Organisation of awareness raising events on equality issues, including diversity awards.
- Carrying out studies or surveys at national level aiming at a better understanding of the phenomenon of discrimination and the situation of discriminated groups especially on the labour market (ethnic minorities, young and older people, disabled people, LGBT people, religious minorities).

### **IMPORTANT NOTE**

**The list of priorities under 2.2. and the list activities under 2.3. are not exhaustive.**

National authorities may focus on other issues or themes and may propose other types of activities as long as they fit into the scope of the call and directly contribute to the development of their national equality policy.

## 2.4. Duration of the activities

**The activities must have a maximum initial duration of 12 months.**

As a general rule, selected projects will start once the Grant Agreement is signed by both parties or on an agreed specific date given in the Grant Agreement. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant is awarded. In any case the starting date of the project cannot be set before the date of submission of the proposals.

Expenditure is eligible from the starting date of the project. Any costs incurred before that date are not eligible.

## **3. BUDGET AND FINANCIAL PROVISIONS**

The indicative available funding for this call for proposals is € 4 590 000.

Each participating country can submit one or two applications for a global maximum EU co-financing of € 250 000.

The maximum EU contribution to any application may not exceed 80% of the action's total eligible costs. The beneficiaries must guarantee co-financing for the remaining 20%. Contributions in kind are not accepted as part of co-financing.

The Commission, if it deems necessary, can make reductions to the budget proposed for certain actions.

## **4. CONDITIONS FOR PARTICIPATION**

### **4.1. Who may apply**

This call is only addressed to the national authorities in charge of equality and non-discrimination in the 27 EU Member States, the EFTA-EEA countries (Iceland, Lichtenstein, Norway), and the candidate and potential candidate countries participating in PROGRESS (Croatia, the Former Yugoslav Republic of Macedonia, Serbia and Turkey). The list of the national authorities in charge of equality and non-discrimination is available in Annex I of this call for proposals.

In the framework of this call, the national authorities in charge of equality and non-discrimination will:

- prepare the national framework document which should be attached to the application (see point 4.2);
- decide on the type of the application(s): direct application of national authorities or mandate given to another organisation;
- in the case of several interested organisations, take the final decision and duly justify which one(s) will receive a mandate to apply.

In the case of giving a mandate to another organisation or body to apply under this call for proposals, the national authority should apply the following criteria for selecting the organisation to be given the mandate:

- Relevance of the activities proposed by the interested organisation with the national priorities as set out in the framework document;
- Wide dissemination capacity of the organisation;
- Track record of the organisation in developing good practices in the field of non-discrimination and equality;
- Management capacity of the organisation for the types of activities foreseen.

### **4.2. Governance/Dialogue mechanism**

As in 2011, national authorities in charge of equality and non-discrimination are encouraged to put in place a dialogue mechanism with civil society in order to identify national needs for the 2012-2013 period and explain how the proposed action(s) will respond to these needs.

The national authority in charge of equality and non-discrimination in each country may set up **an ad hoc national working group** for this call for proposals including:

- A representative of the national authority.
- Members of the civil society representing all grounds of discrimination mentioned under point 2.1.
- The National Equality Body (as described under article 13 of Directive 2000/43/EC) and/or equality bodies on other grounds of discrimination.



With the help of this working group, the national authority in charge of equality and non-discrimination should prepare **a framework document presenting national priorities and challenges for 2012 – 2013** of maximum 6 pages (see template in Annex 5 in PRIAMOS) identifying the priorities and challenges for 2012-2013 at national level in the fight against discrimination. This document once finalised should be made publically available. Please note that the coherence of the proposed activities with the framework document is one of the award criteria used by the Commission for assessing applications.

### 4.3. Structure of the application

- a) Each national authority can submit/authorize either one or two application(s).
- b) The application(s) submitted can include several activities.
- c) The activities can be carried out either by the applicant alone or with the involvement of other **partner organisations**. The role and responsibility of the partners in the action should be clearly defined in the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS).

#### **IMPORTANT NOTE**

If the applicant decides to include partners in its activity, then – if the project is selected for funding – a multi-beneficiary grant agreement will be signed. Both the applicant and the partners form parties to the multi-beneficiary grant agreement and they share contractual and financial responsibility towards the Commission for the proper and timely implementation of all activities foreseen in the project. The costs partners incur are eligible in the same way as those incurred by the applicant.

If the project is implemented by a partnership and not only by the applicant, the applicant will be the sole contact point for the Commission and it will be the applicant's obligation to ensure proper coordination of the partners and of the activities. There is no limitation in the number of partners that can be included in a partnership, but the Commission strongly advises the applicants to limit the number of partners to those necessary for the implementation of the activities, taking into account the duration of the action and the available funding.

- d) If the applicant will have to conclude **contracts with third parties** in order to carry out a limited part of the activities, it shall justify this working method under point 4.b of the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS) and duly respect the subcontracting rules in the guide for applicants attached to this call for proposals.
- e) actions through which **the beneficiaries use the budget of the project to award grants to other organisations** under their own procedures and authority (Financial support to third parties) cannot be financed under this call for proposals.
- f) The application(s) submitted must be accompanied by all annexes requested under point 6 of this call for proposals.

## **5. EVALUATION CRITERIA**

The submitted proposals will be evaluated solely against exclusion, eligibility, selection and award criteria.

### **5.1. Exclusion Criteria**

The applicant and partners must certify that they are not in one of the situations listed in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation<sup>10</sup>. A full list of these circumstances is included in the Application Form and in the Partner Declaration Form.

### **5.2. Eligibility Criteria**

Proposals will be declared ineligible if they do not respect one or more of the following criteria. If a proposal is declared ineligible, it will not be considered for further evaluation.

- 1) The grant application must be submitted through PRIAMOS no later than the deadline set in the call for proposals (**28 June 2012 12:00 CET**);
- 2) The grant application must be submitted on the standard form together with the duly completed annexes and documents of proofs required for this call for proposals;
- 3) Projects must be within the scope of this call for proposals;
- 4) Projects cannot have already been completed nor started prior to the deadline of the call;
- 5) The applicant and partners must be:
  - **National authorities in charge of equality and non discrimination** in one of the PROGRESS participating countries<sup>11</sup> (listed under Annex I of this call)

OR

**Public and private non-profit making bodies expressly mandated by the above-mentioned national authority** to carry out activities under this call for proposals.

- 6) The amount of Union funding requested cannot exceed 80% of the total eligible costs of the project. The 20% co-financing borne by the applicant and/or the partners and/or other donors should be indicated in the application form and the appropriate annexes but also in the budget which must be balanced.

<b>IMPORTANT NOTE</b>
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<sup>10</sup> Council Regulation (EC, Euratom) No 1605/2002

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R1605:20071227:EN:PDF>

<sup>11</sup> The PROGRESS participating countries are: the 27 EU Member States, the EFTA-EEA countries (Iceland, Lichtenstein, Norway), and the candidate and potential candidate countries participating in PROGRESS (Croatia, the Former Yugoslav Republic of Macedonia, Serbia and Turkey).

Once the eligibility verification procedure is completed, the Commission will inform rejected applicants of the reasons for non eligibility of their proposals.

### **5.3. Selection criteria**

Only organisations with the necessary operational and financial capacity may be awarded a grant.

#### ***Operational capacity***

- The applicant and the partners/co-beneficiaries must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it.

This will be assessed on the basis of the CVs of staff involved in the action.

- The applicant and the partners must have a strong track record of competence and experience in the field of non discrimination and in particular in the type of actions proposed in the application (on at least one of the grounds covered by the Directives 2000/43/EC and 2000/78/EC).

#### ***Financial capacity***

The assessment of financial capacity will not apply to public bodies.

If the applicant is not a public body, the following criteria must be fulfilled:

- Access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary;
- Financial resources which are not exclusively made up of subsidies and grants from the European Institutions.

This will be assessed on the basis of the applicant's balance sheets and profit and loss accounts for the last two years.

#### **5.4. Award criteria**

The applications will be assessed against the following criteria:

- a) Coherence of the proposed activities with the framework document presenting national priorities and challenges for 2012- 2013 (**15 points**)
- b) Relevance and degree to which the proposed activities meet the objectives of this call for proposals. Clarity of the presentation of the background aims and expected results of the project (**15 points**)
- c) Clarity and feasibility of the proposed activities, including distribution of tasks, timetable and methodology (**25 points**)
- d) Inclusion of the gender dimension in the preparation and implementation of the proposed activities (**5 points**)
- e) Identification of the target group and definition of a clear strategy for communicating effectively with that group (**10 points**)
- f) Quality of evaluation and feedback mechanisms (e.g. how to assess impact and quality of proposed outputs) (**10 points**)
- g) Sustainability and dissemination potential of the activities foreseen under the action (**10 points**)
- h) Cost-efficiency ratio and financial feasibility of the action proposed by means of realistic, reasonable and balanced budget (**10 points**)

#### **IMPORTANT NOTE**

**Proposals that do not attain an overall score of 60 points shall not be considered for the award of a grant.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission decision, the Commission will inform each applicant of the final decision taken and of the next steps. The Commission will then set in motion the necessary procedures necessary for preparing the grant agreement for successful applications (including dialogue with the applicant concerning any necessary technical and financial adjustments).

## **6. APPLICATION DOCUMENTS TO BE SUBMITTED**

The applicant must upload in PRIAMOS before the deadline the duly completed Grant Application Form. Before uploading the Grant Application Form, the applicant must attach to it the following annexes.

The applicants must use the templates provided by the Commission for submitting the following annexes:

- Annex 0. Checklist
- Annex 1. Project description and Implementation Form;
- Annex 2. Budget form;
- Annex 3. Partner Declaration Form (includes declaration on exclusion criteria);
- Annex 4. Co-financing declaration Form by other donors (if relevant).
- Annex 5. Template of the framework document to be elaborated by the national authority in charge of non discrimination and equality

### **IMPORTANT NOTE**

Please note that the Partner Declaration Form, the Co-financing declaration Form and the Framework document must be duly dated, signed and scanned before uploading.

In addition, applicants must submit the following supporting documents using their own format:

- Annex 6. Curriculum vitae of key staff performing the work in connection with the project<sup>12</sup>;
- Annex 7. Official annual financial statements (Balance sheet and/or Profit and loss account) for the past 2 years that demonstrate the applicant's financial capacity.
- Annex 8. Evidence of legal status: Applicant's article of association or statutes, proof of legal registration of the applicant, VAT registration.
- Annex 9. Annual technical/narrative report of the applicant organisation for the last available year.
- Annex 10. Organisation chart showing the structure of the applicant organisation.
- Annex 11. Mandate (dated, signed and scanned before uploading) from the national authority in charge of non discrimination and equality to carry out the activities.

### **IMPORTANT NOTES**

Annexes 7, 8, 9 and 10 are not requested if the applicant is a public body or a university.

Annex 11 is not requested if the applicant is the national authority in charge of non discrimination and equality.

<sup>12</sup> The Commission strongly suggests that these are presented in the EUROPASS CV format:  
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

## **7. DEADLINE FOR SUBMITTING APPLICATIONS**

Applications must be completed and submitted via PRIAMOS by:

**28 JUNE 2012, 12:00 CET**

### **IMPORTANT NOTE**

Please note that, although the PRIAMOS system is able to handle a high number of applications at the same time, it is advisable **NOT to wait until the last moment** to register on the system and submit your application.

## **8. GUIDE FOR APPLICANTS**

Please read the Guide for applicants carefully, as it contains all details required for applying. It provides explanations and further details on the conditions to be met, the documents to fill out and submit, as well as instructions on how this must be done using PRIAMOS. It is considered as an integral part of the conditions of this call for proposals.

## **9. HELPDESK**

Questions regarding this call for proposals may be sent by e-mail to the address below:

[XXXXXXXXXXXX@XX.XXXXXX.XX](mailto:XXXXXXXXXXXX@XX.XXXXXX.XX)

Questions regarding registration and application via PRIAMOS may be sent to:

[XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XX.XXXXXX.XX](mailto:XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XX.XXXXXX.XX)

Please consult also the PRIAMOS self-learning materials:

[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the call before the official publication of results.

## **10. INDICATIVE TIMETABLE**

Publication of the call for proposals	Beginning of May 2012
<b>Deadline of the call for proposals</b>	<b>28 June 2012 12:00 CET</b>
Information to ineligible applicants	Mid-July 2012
Information to the selected applicants	Last quarter of 2012
Finalisation and signature of grant agreements	Last quarter of 2012 – Beginning of 2013
<b>Start date of activities</b> (Duration of activities: 12 months)	<b>End of 2012 – Beginning of 2013</b>

## **11. ADDITIONAL CONDITIONS FOR THE IMPLEMENTATION OF SELECTED ACTIONS**

The applicants are invited to take note of the following implementation requirements, which have to be respected by all actions selected for funding under the PROGRESS Programme. While planning their action and preparing their application, the applicants should take into account the following requirements and demonstrate in their proposal how these requirements will be respected at implementation stage.

### **11.1. Requirements on How the activities shall be carried out**

The PROGRESS Programme aims to promote **gender mainstreaming** in all its five policy sections and supported activities. Consequently, the applicant shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of proposed activities includes a gender perspective informed by a systematic consideration of the gender dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, **the needs of disabled people** shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the applicant organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided. Extra costs associated with the participation of people with disabilities are eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

Finally, the Commission encourages the applicants to promote **equal employment opportunities** for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

### **11.2. Communication and dissemination plan**

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

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

### **11.3. Publicity and Information Requirements**

In accordance with the General conditions of the Grant Agreement to be signed with the Commission, all beneficiaries are under the obligation to acknowledge that their funded activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme PROGRESS, the following formulation shall be used:

*This (publication, conference, training session etc) is supported by the European Union Programme PROGRESS (2007-2013).*

*This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.*

*The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.*

*For more information see: <http://ec.europa.eu/progress>*

For publications it is also necessary to include the following reference: *"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".*

With regard to publication and any communication plan linked to the present activity, the beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

### **11.4. Reporting Requirements**

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex II the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/progress> .

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected



contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

### **11.5. Information on Partners**

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the Partner Declaration Forms sent to the Commission with the application form.

**ANNEX I**

**NATIONAL AUTHORITIES**

**IN CHARGE OF EQUALITY & NON-DISCRIMINATION**

**(ANTIDISCRIMINATION CONTACT POINTS)**

<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
Austria	Susanne Piffl-Pavelec Federal Ministry of Labour, Social Affairs and Consumer Protection	Elfriede Pfeffer Federal Ministry of Labour, Social Affairs and Consumer Protection
Belgium	Annemie Perrot Permanent Representation of Belgium to the E.U.	
Bulgaria	Petia Moeva Ministry of Labour and Social Policy Equal Opportunities and Antidiscrimination Department	Elena Gyurova Ministry of Labour and Social Policy of Bulgaria Equal Opportunities, Antidiscrimination and Social Benefits Department
Croatia	Višnja Ljubicic Office of Human Rights	Maja Buksa Office of Human Rights
Cyprus	Phedra Gregoriou Ministry of Justice and Public Order	
Czech Republic	Jakub Machacka Office of the Government of the Czech Republic Human Rights Unit	Martina Kajankova Ministry of Labour and Social Affairs Department for EU and International Cooperation
Denmark	Birgitte Buchwald Jørgensen Ministry of Employment	Anna Karina Heiss Mathiassen Ministry of Social Welfare Department of Gender Equality
Estonia	Helena Pall Ministry of Social Affairs Gender Equality Department	
F.Y.R. of Macedonia	Elena Grozdanova Ministry of Labour and Social Policy	Darko Docinski Ministry of Labour and Social Policy

<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
Finland	Sinikka Keskinen Ministry of the Interior Legal Affairs Unit	Seija Jalkanen Ministry of Employment and the Economy
France	Marie Keirle Ministère du Travail, des relations sociales et de la solidarité Direction générale de l'Action Sociale	Pascal Froudière Ministère du Travail, des relations sociales et de la solidarité Bureau des affaires européennes et internationales
Germany	Waltraud Dahs Bundesministerium für Familie, Senioren, Frauen und Jugend European and international gender equality policy	Nicole Elping Bundesministerium für Familie, Senioren, Frauen und Jugend
Greece	Theodora Stathopoulou Ministry of Employment and Social Protection	Kyriaki Vatsi Ministry of Employment and Social Protection
Hungary	Péter Orosz Ministry of Justice and Law Enforcement	Endre Sík Ministry of Administration
Iceland	Linda Rós Alfreðsdóttir Ministry of Social Affairs Department of Labour	
Ireland	Deaglán Ó Briain Diversity and Equality Law Division Department of Community, Equality and Gaeltacht Affairs	Deirdre Ni Neill Diversity and Equality Law Division Department of Justice, Equality and Law Reform
Italy	Isabella Rauti Dipartimento per le Pari opportunità Presidenza del Consiglio dei Ministri	Michele Palma Dipartimento per le Pari opportunità Presidenza del Consiglio dei Ministri
Latvia	Deniss Kretalovs Ministry of Culture Division for Society Integration and Development of Civil Society	Ruta Klimkane Ministry of Culture Division for Society Integration and Development of Civil Society
Liechtenstein	Bernadette Kubik-Risch Office of Equal Opportunities	

<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
Lithuania	Daiva Zabarauskiene Ministry of Social Security and Labour Equal Opportunities Division	Kristina Eismontė Ministry of Social Security and Labour Equal Opportunities Division
Luxembourg	Christiane Martin Office luxembourgeois de l'accueil et de l'intégration	Laure Amoyel Office luxembourgeois de l'accueil et de l'intégration
Malta	Sina Bugeja Foundation for Social Welfare Services	George Sultana Ministry of Education, Employment and Family Policy Development and EU Affairs
Netherlands	Suzanne Koelman Ministry of the Interior and Kingdom Relations Directorate legislation and constitutional affairs	Willem Pedroli Ministry of the Interior and Kingdom Relations Direction legislation and constitutional affairs
Norway	Kare Petter Sorlien Mission of Norway to the European Union	
Poland	Wieslawa Kostzewa-Zorbas Chancellery of the Prime Minister Office of the Government Plenipotentiary for Equal Treatment	Anna Solarska Chancellery of the Prime Minister Office of the Government Plenipotentiary for Equal Treatment
Portugal	Office of Secretary of State for Equality	Odete Severino Ministry of Labour and Social Solidarity
Romania	National Council for Combating Discrimination	Octovian Stamate Ministry of External Affairs
Serbia	Ivana Bankovic Ministry of Labour and Social Policy Sector for International Cooperation and European Integration	
Slovakia	Jana Trojanová Government Office Department of Human Rights and Minorities	Martina Janikova Ministry of Labour, Social Affairs and Family Department of Gender Equality and Equal Opportunities
Slovenia	Ruti Rous Office for Equal Opportunities	Tatjana Strojjan Office for Equal Opportunities

<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
Spain	Nicolás Marugan Zalba Ministerio de Empleo y Seguridad Social Observatorio español del Racismo y la Xenofobia	Ignacio Sola Barleycorn Ministerio de Sanidad, Servicios Sociales e Igualdad Secretaría de Estado de Igualdad.
Sweden	Cafer Uzunel Ministry of Employment Division for Discrimination Issues	
Turkey	Hülya Tekin Ministry of Labour and Social Security EU Coordination Department	
United Kingdom	Alison Pritchard Government Equalities Office	Charles Ramsden Government Equalities Office

## ANNEX II - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

### PROGRESS Ultimate Outcome

*Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda*

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

#### Legal Regime

##### Outcome:

*Compliance in Member States with EU law related to PROGRESS areas.*

##### Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

#### Shared Understanding

##### Outcome:

*Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.*

##### Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

#### Strong Partnerships

##### Outcome:

*Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.*

##### Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach