



EUROPEAN COMMISSION
DG Employment, Social Affairs and Equal Opportunities

Employment, social affairs and equal opportunities
Action against Discrimination, Civil Society

Call for proposals:	Support to national activities aiming at the identification of good practices in combating discrimination and promoting equality
Reference:	VP/2010/008
Budget Heading:	04.04 01 04

APPLICATION FORM

Application ref.: **VP/2010/008/0283**

Applicant information

A: General Information on the Applicant

A.1: Applicant organisation

A.1.1 Name of the organisation..... Danish Institute for Human Rights
A.1.2 Abbreviation..... DIHR
A.1.3 Type of organisation..... Public Law Body/National
A.1.4 Address..... Strandgade 56
A.1.5 Postal code..... 1401
A.1.6 City..... Copenhagen K
A.1.7 Country..... DK - Danmark
A.1.8 Telephone..... +45 32698888
A.1.9 Fax..... +45 32698800
A.1.10 E-mail address..... center@humanrights.dk
A.1.11 Registration number..... 19831639
A.1.12 VAT number..... 19831639
A.1.13 Web Site..... www.humanrights.dk
A.1.14 Language for correspondence..... EN - English

A.2: Legal representative

A.2.1 Title..... Mr
A.2.2 Surname..... CHRISTOFFERSEN
A.2.3 Forename..... Jonas
A.2.4 Gender..... Male
A.2.5 Function..... Director
A.2.6 Other function.....
A.2.7 Telephone..... +45 32698861
A.2.8 Fax..... +45 32698800
A.2.9 E-mail address..... jch@humanrights.dk

A.3: Person responsible for managing the action

A.3.1 Title..... Mrs
A.3.2 Surname..... NOUR
A.3.3 Forename..... Susanne
A.3.4 Gender..... Female
A.3.5 Function..... Other
A.3.6 Other function..... Head of Department
A.3.7 Telephone..... +45 32698904
A.3.8 Fax..... +45 32698800

A.3.9 E-mail address..... sno@humanrights.dk

Action

B: Information on the action for which the grant is requested

B.1 Title..... MIA Award & Equality Lab

B.2 Short summary of the action..... The MIA Award and Equality Lab project will focus on strengthening workplaces in relation to anti-discrimination and diversity, both internally as a workplace and externally in relation to goods and services. Through the MIA Award DIHR will continue to intensify the effort to set an agenda for diversity and to raise awareness on the anti-discrimination legislation in Denmark. This will be carried out by mapping potential candidates for the MIA-Award, company workshops, meetings with relevant stakeholders, information campaigns, press coverage and the Award ceremony. In Equality Lab we will develop methods to measure discrimination among municipalities' employees and in relation to the goods and services provided to citizens as well as develop method and processes for equality impact assesment. The Equality Lab takes point of departure in the two largest municipalities in Denmark; Copenhagen and Aarhus, however, the methods can also be applied in other parts of the labour market at a later stage.
(See more in the enclosed detailed project description, Annex 4).

B.3 Specific objective(s)..... This project will meet the objectives of the call for proposal by focusing on the following: (the numbers here refer to the numbers of the objectives mentioned in the guidelines for the call):

1. Non-discrimination/equality mainstreaming. Under this theme especially: awareness raising in relation to the MIA Award processes, development of mainstreaming tools and implementation of a mainstreaming process at regional level in municipalities.

3: Measurement of discrimination: production and collection of anonymous data on discrimination and improvement of monitoring of actions to combat discrimination

5: Diversity management in the public and private sectors: awareness raising about diversity in relation to business cases

Activities:

1. Training activities for policy makers, Human Ressource people and frontline personel in the project Equality Lab.

2. Identification, analysis, promotion and dissemination of good practice in the MIA Award process

3. Organisation of events raising awareness about discrimination on all grounds of discrimination

(See more in the enclosed detailed project description).

B.4 Duration of activities

B.4.1 Start..... 15/12/2010

B.4.2 End 15/12/2011

B.4.3 Months..... 12.00

B.5 Implementation of the action..... The MIA Award will raise awareness on anti-discrimination on all grounds of discrimination and diversity through a media strategy and the conference at the Award ceremony in 2011.

The objective to identify, analyse, promote and disseminate best practice will be achieved through the competition process, where information regarding anti-discrimination and diversity promoting initiatives will be collected through the application form and through meetings in applying companies. At these meetings in companies and at the MIA Award ceremony, the business case for diversity in the public and private sectors will be communicated.

The objective to create a data collection system to measure discrimination will be achieved through the Equality Lab project. To be able to measure discrimination both internally among employees and among citizens or customers in relation to goods and services, a data collection system will be developed. To further develop methods and tools to monitor the actions to combat discrimination and promote equal treatment the project will develop Equality Schemes and Equality Impact Assessment to monitor policies, services and organisational processes.

(See more in the enclosed detailed project description Annex 4).

B.6 Workplan..... Detailed time plan for the MIA Award 2011:

Feb. 2011: Meeting in the jury for the MIA Award at DIHR, DIHR responsible

7 April 2011: The MIA Award Ceremony at a conference location for around 300 people, DIHR responsible

April - June: Feedback to participating companies of the MIA Award 2011 and evaluation of the process

of the MIA Award 2011. This task will be carried out in cooperation with the organisations represented in the MIA Award Jury. DIHR responsible

Detailed time plan for the MIA Award 2012:

June - Aug. 2011: Preparation and planning of the MIA Award competition 2012. Location: DIHR, responsible: DIHR

Aug. 2011: Strategy meetings with and at employer- and employee organisations that are part of the MIA Award Jury. DIHR responsible

Aug. 2011: Two roundtable meetings with: NGOs and minority organisations and with relevant national initiatives and relevant stakeholders at DIHR, DIHR responsible.

Sep. 2011: The MIA Award opens

Contacting companies and making them aware of the MIA Award. Location: DIHR, different media. DIHR responsible

September – November 2011: Contact with the media and all the relevant networks, newsletters and homepages to give maximum publicity to the MIA Award

Sep. – Dec. 2011: Visiting companies that want to apply for the MIA Award. Mapping of good practice on equality and diversity. Location: Different companies. DIHR responsible

Nov. – Dec. 2011: Planning and organising the MIA Award event 2012

Equality Lab

Feb. - April 2011: Meetings with key personnel in Municipalities to develop Equality Action plans, Equality Schemes and Equality Impact Assessment tools and methods

March - April 2011: Meeting with shop stewards, HR, management and other identified relevant employees on the use of the data collection system

Nov.- Dec. 2011: Meetings to evaluate and gather feedback for the data collection system and the different tools to measure the impact of equality initiatives in the municipalities

B.7 Will you subcontract any task related to the action?..... No

B.8 Timetable for action events

Please enter the key dates for the main events of the action (i.e. conferences, project meetings...)

Start date	End date	Venue	Type of event
17/02/2011	17/02/2011	DIHR	Meeting with the MIA Award Jury
07/04/2011	07/04/2011	A venue that can host 300 people	The MIA Award ceremony 2011. A conference with key note speakers, entertainment, panel discussion with companies, award ceremony.
17/08/2011	25/08/2011	The employer- and employee organisations and DIHR	Strategy meetings and roundtable meetings with relevant stakeholders
01/02/2011	01/04/2011	DIHR and the two municipalities	Meetings with key personnel to develop Equality Action plans, Equality Schemes and Equality Impact Assessment tools and methods
01/03/2011	01/04/2011	DIHR, the municipalities and local NGOs	Meeting with shop stewards, HR, management and other identified relevant employees on the use of the data collection system
01/11/2011	01/12/2011	DIHR and the two municipalities	Meetings to evaluate and gather feedback for the data collection system and the different tools to measure the impact of equality initiatives in the municipalities

B.9 Partnerships..... There are no other partners in the project. In the Equality and Diversity Lab project the work will be carried out in close cooperation with the municipalities, however, they will not be responsible partners in carrying out any of the tasks.

There is no subcontracting in the project. In the MIA Award 2011 and 2012 we use an external designer to make the visual identity of the MIA Award, and for the award ceremony we also have a production company to make the nomination movies. These tasks are bought as consultancy deliveries.

B.10 Expected results.....

- Promotion of good anti-discrimination and diversity practice in companies
- Strengthening of the engagement of employer- and employee organisations in anti-discrimination and diversity through the MIA Award competition (Round table meeting)
- Strengthening of cooperation and involvement of NGOs in anti-discrimination and diversity issues through, among other things, round table meeting.
- Mapping and documenting of diversity and equal opportunity practice in the companies that apply for the MIA Award
- Celebration of best practice – the MIA Award event
- Increased access to information about discrimination and diversity (project website www.miaaward.info and www.stopdiscrimination.info)
- Establishment of the data collection system in two municipalities to measure the extent of discrimination within the municipality as a workplace experienced by employees and to measure discrimination experienced by citizens in assessing services provided by the municipality
- Documentation of the extent of discrimination on grounds of gender, race and ethnic origin, age, disability, religion and faith and sexual orientation in the municipalities

- Identification of issues regarding discrimination that enable the municipalities to improve their equality schemes and action plans
- Improving policy making and promoting equal treatment in employment and goods and services in Danish municipalities.
- Introducing Equality Schemes, Equality Impact Assessment and the Rights Based Approach (RBA)
- Mainstreaming equality principles at all levels both for the municipality as a cooperate but also in the provision of goods and services
- Create culture of understanding regarding discrimination and anti-discrimination in the municipalities
- Tested and evaluated EIA tools for policies, services and organisations

Applicant organisation

C: Structure, activities and resources of the applicant organisation

C.1: Operational structure

- C.1.1 Main objectives and activities**..... The main objective of the DIHR is to promote and develop knowledge about human rights on a national, regional and international basis predicated on the belief that human rights are universal, mutually interdependent and interrelated. The Institute believes that societies must be based on the rule of law, where the state protects and confers obligations on the individual while safeguarding the most disadvantaged and marginalized groups in society. DIHR aims at raising awareness and respect for human rights and equality issues on a national, regional, and international level. This encompasses research, analysis, information, education documentation, and complaints handling, as well as a large number of national and international programmes.
- C.1.2 Administrative structure of your organisation**..... The DIHR is a national human rights institution (NHRI) in accordance with the UN Paris Principles. The DIHR was originally established as the Danish Centre for Human Rights by a parliamentary decision on 5 May 1987. As of 1 January 2003 the DIHR changed its status as a consequence of Act No. 411 of 6 June 2002 on the Establishment of the Danish Centre for International Studies and Human Rights (Danish acronym DCISM). The DIHR became one of two institutes in DCISM. The other is the Danish Institute for International Studies (DIIS). DCISM's Center Board decides on all essential matters relating to the administration and finance of the two institutes. DIIS and DIHR are each separately led by an Institute Board. This Board is responsible for all matters relating to substance and professional issues, including research strategy and other tasks relating to the institute. DIHR's Institute Board consists of 13 members, serving in their personal capacity. The members are representatives from Danish political parties, NGOs, DIHR staff and management, and minority organisations.
- C.1.3 Staff employed by your organisation in the relevant field**..... At present time, the DIHR has approximately 100 employees. DIHR is managed by the Management Board consisting of the Director and the Deputy Director. DIHRs has 6 full-time departments each run by a Department Director. The Director, Deputy Director and 6 Department Directors are all represented in DIHRs Management group. DIHR employ full-time and part-time staff from the areas of law, political and social sciences, economics, and others. Positions vary from Department Directors, Project Managers, Education Managers, Analysts, Research Fellows, Information and ICT-Officers, Project Coordinators to student assistants and interns. All other functions regarding administration, accounting, salary, etc. is maintained by the DCISM Administration Staff.
- C.1.4 Experience of similar projects**..... Over the last three years DIHR has been responsible for the following projects funded by EU and other donors:
- 'Diversity Lab': The objective is to increase knowledge on anti-discrimination and diversity through training and developing best practice among companies. DIHR has in the past three years established networks where companies exchange experiences, gain knowledge and tools on how to increase, retain and leverage diversity. Diversity Lab involves Danish and UK based companies.
 - 'The MIA Award': The objective of the MIA Award is to raise awareness on anti-discrimination legislation and diversity in the Danish business community. The award has gained increased media attention over the years as well as good company results. Through the award DIHR has established close relations to NGOs and labour market organisations. The MIA Award has been handed out since 2004.
 - 'Diversity and Adherence in Technical and Vocational Schools': The objective of this project is to map out the particular possibilities and challenges in relation to discrimination in technical schools in Denmark and to strengthen management and staff's ability to retain students with minority backgrounds. The project is financed by the two schools involved (67,114 Euro each).
- The tools applied in all of the above mentioned training are from the Diversity Wheel developed by DIHR.
- 'Discrimination Free Schools': The objective is to fight discrimination, xenophobia and religious intolerance through training in Bulgarian and Danish schools. An educational tool will be prepared with the aim of generating focus on discrimination. The project cost is 389,894 which is funded by the EU Commission.
 - 'Tracing and Tackling Hate-Crimes against LGBT Persons': The objective is to engage police departments, Ministries of Justice and LGBT NGOs in nine selected European cities in the handling, reporting and legislating in relation to hate-crimes. The project cost is 498,915.
- C.2: Financial resources**
- C.2.1 Your organisation's usual sources of finance**..... The DIHRs main source of income is from the Danish Finance Act and are as follows: The Danish Foreign Ministry, The European Union, The United Nations, NGOs, other public institutions and private organizations. For an overview of income and expenditure see the budget sheet for 2008 and 2009 in

the annexes.

C.2.2 Your organisation's turnover or equivalent for the last financial year in EUR..... -524163 Euro. Please see last annual report.

C.2.3 Any other information demonstrating financial capacity..... Please see last annual report

C.3: Previous grants and current grant applications

C.3.1 Previous Union grants

(1) Previous grants received for which the final report and the final financial statement have not yet been received or approved by the Commission and/or (2) Any other Union grants obtained during the last three years.

Service responsible and programme	Agreement N°	Year of the award	Title of the action	Amount of the grant (in EUR)
EU DG EMPL/G/4	VS/2007/0459	2007	Diversity in the Workplace	273 268.00
The European Parliament	-	2007	Briefing Paper on the EU-Iran Human Rights Dialogue	1.00
European Commission, Employment, Social Affairs...	VP/2008/005/183	2008	Diversity in the Workplace - Diversity Lab and the MIA Award	265 474.00
European Commission, Directorate General for Justi	-	2008	EU Poster competition, Rights of the Child in EU	10 400.00
European Commission, Fundamental Rights Programme	JLS/FRC/2007-1-19	2008	Fundamental Rights and Citizenship	1.00

C.3.2 Action Grant applications in the current year

Has your organisation presented or does it intend to submit an application for support in the current year to any other Commission services or other Union institutions? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of agreement if applicable and the state of play of your application).

Service responsible and programme	Title of the action	Grant obtained?	Estimated amount of the grant (In EUR)
EU, The Fundamental Rights and Citizen Programme	Discrimination Free Schools	Yes	389 894.00
EU, The Fundamental Rights and Citizen Programme	Tracing and tackling hate crimes against LGBT pers	Yes	498 915.00
EU, Children of Imprisoned Parents Programme	Children of Imprisoned Parents	Yes	606 896.00
EU, JLS/2009/D4/018	Gender violence and violence against children	Yes	11 600.00
European Commission, Directorate General for Justi	EU Poster Competition, Rights of the Child EU	Yes	11 400.00
European Commission, Employment, Social Affairs an	Diversity Lab 2010 for SMES and MIA Award Competet	Yes	271 579.00
0	0	No	1.00

C.3.3 Have you requested/obtained an operating grant which is currently ongoing?..... No

C.3.4 If yes, please indicate the Union Institution and service responsible, the amount and the period covered by the grant/request.....

Partners

D: Partners involved in the action



Annexes

E: Annexes

E.1 Declaration on honour.....	9 Declaration on honour.pdf
E.2 Letters of commitment (as specified in the call).....	4 Letter of Commitment.pdf
E.3 Financial identification form.....	7) Financial identification form.pdf
E.4 Legal entity form.....	8) Legal Entity form (Annex E.4 in SWIM).pdf
E.5 Detailed description and time-schedule of the project.....	3) Detailed Description & Time-Schedule of the Project.doc
E.6 Framework document.....	5) Framework document 2010 (Annex E.6 in SWIM).pdf
E.7 Balance sheet and profit and loss account.....	15 g) Addition to balance sheets (Annex E.7 in SWIM).xls
E.8 Supplementary space for additional documents (if needed).....	

Signature

F: Signature of the legal representative

Warning : Failure to sign by the lead applicant, will entail the Commission to automatically reject the application.

F.1 Name

Please indicate your name only on the paper version.

Jonas Christoffersen

F.2 Date and place

Please insert date and place only on the paper version.

Copenhagen, May 19, 2010

F.3 Signature (on the paper copy)



Budget

If applicable, expected value of the subcontracting plans for external expertise.....

Total cost of the action **299 999.56**

Total eligible costs (D + I) **299 999.56**

Total eligible direct costs (D) 280 399.56

Heading 1 - Staff costs

Management..... 42 922.58
Administration..... 126 126.98
Secretariat..... 0.00
Accounting..... 0.00
Other staff..... 0.00
Total - Staff costs..... **169 049.56**

Heading 2 - Travel, accommodation and subsistence allowances

Travel..... 2 916.00
Subsistence allowances (accommodation, meals, etc.)..... 220.00
Total - Travel, accommodation and subsistence allowances..... **3 136.00**

Heading 3 - Costs of services

Information dissemination..... 19 242.00
Translations..... 0.00
Reproductions and publications..... 0.00
Specific evaluation..... 0.00
Interpretations..... 0.00
External expertise..... 17 566.00
Other services..... 71 406.00
Total - Costs of services..... **108 214.00**

Heading 4 - Administration costs

Depreciation for purchase of equipment..... 0.00
Hire of rooms..... 0.00
Hire of interpreting booths..... 0.00
Audits..... 0.00
Financial services..... 0.00

Other administrative costs.....	0.00
Total - Administration costs.....	0.00
Total eligible indirect costs (I)	19 600.00

Heading 5 - Overheads

Overheads.....	19 600.00
Total eligible indirect costs (I).....	19 600.00

Total revenue of the action **299 999.56**

Income **299 999.56**

Income

Beneficiary's contribution in cash (C).....	59 999.90
Revenue generated by the action (R)	0.00
Union Grant (S).....	239 999.66
Total Income = C + R + S.....	299 999.56

Heading 1 - Staff costs

Management/Coordination (transnational and national)

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Susanne Nour	DIHR, Head of Department, Equality and Diversity Department	Head of Department	809.86	26.00	21 056.36
Mandana Zarrehparvar	DIHR, senior consultant	Senior consultant	809.86	27.00	21 866.22

Total cost of Management/Coordination..... 42 922.58

Administration/Implementation of the project

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
Signe Hinz Andersen	DIHR, Project coordinator	Project coordinator	468.72	120.00	56 246.40
Rannvá Arnadóttir	DIHR, Project coordinator	Project coordinator	500.63	62.00	31 039.06
Bjørn Dilou Jacobsen	DIHR, Legal Officer	Legal Officer	670.82	26.00	17 441.32
Sanne Brandt Hedegaard	DIHR, Student	Student	237.78	90.00	21 400.20

Total cost of Administration/Implementation of the project..... 126 126.98

Secretarial costs

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
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Total cost of Secretarial costs..... 0.00

Accounting

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
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Total cost of Accounting..... 0.00

Other staff

Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
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Total cost of Other staff..... 0.00

Total staff costs..... 169 049.56

Heading 2 - Travel, accommodation and subsistence allowances

Travel, accommodation and subsistence allowance

Please enter in "Daily cost per person" accommodation and daily subsistence allowance (DSA) costs

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
Visit companies that apply for the MIA Award and conduct workshops that helps them in the process of evaluating their work on anti-discrimination and diversity	Different companies around Denmark	620.00	1	1 620.00	110.00	1.00	2.00	220.00	1 840.00
Travel to meetings in municipalities in the Equality Lab project	Different Danish municipalities	648.00	2.00	1 296.00	0.00	0.00	0.00	0.00	1 296.00

Total of travel costs..... 2 916.00

Total of subsistence and accommodation costs..... 220.00

Total - Travel, accommodation and subsistence allowances..... 3 136.00

Heading 3 - Cost of services

Information dissemination

Nature of costs	Quantity	Unit cost	Total
MIA Award homepage - New design 2012 - annual service fee	1.00	5 442.00	5 442.00
Design and technical setup of conference folders, diplomas and invitation and other graphic work to the MIA Award ceremony 2012	1.00	1 500.00	1 500.00
Print of Invitations for the MIA Award ceremony 2011	3 000.00	0.94	2 820.00
Print of MIA Award 2011 conference folders: - Folders - Programme - Sponsor sheet	300.00	4.00	1 200.00
Print of MIA Award 2011 ceremony diplomas	8.00	10.00	80.00
MIA Award 2011 Sculptures	4.00	800.00	3 200.00
Information material for Equality Lab	1.00	5 000.00	5 000.00
0	0.00	0.00	0.00

Total information dissemination..... 19 242.00

Translations

Total number of languages (the document is translated to) , Cost per page (1 page=1500 characters without blanks)

Description of documents to be translated	Languages from ... to ...	Total number of languages	Cost per page	Number of pages	Total
0	0	0.00	0.00	0.00	0.00

Total translations..... 0.00

Reproductions and publications

Document	Number of pages	Unit cost	Total
0	0.00	0.00	0.00

Total reproductions and publications..... 0.00

Specific evaluation

Evaluator	Cost	Total
0	0.00	0.00

Total specific evaluation..... 0.00

Interpretations

Meeting	Languages	Number of interpreters	Number of days	Daily cost per interpreter	Total
0	0	0.00	0.00	0.00	0.00

Total interpretations..... 0.00

External expertise

Task	Number of days	Daily cost	Total
Nomination movies for the MIA Award ceremony 2011	1.00	10 810.00	10 810.00
Technical experts to support the technical parts of the MIA Award Ceremony	1.00	6 756.00	6 756.00

Total external expertise..... 17 566.00

Other Services

Service	Amount	Total
Host for the MIA Award ceremony 2011	2 026.00	2 026.00
Speakers and entertainment for the MIA Award ceremony 2011	8 110.00	8 110.00
Buffet and food for the MIA Award ceremony 2011	4 070.00	4 070.00
Meetings with various stakeholders	300.00	300.00
Establishment of reporting system for Equality Lab	41 900.00	41 900.00
Establishment of case handling system	15 000.00	15 000.00
0	0.00	0.00

Total other services..... 71 406.00

Total - Costs of services..... 108 214.00

Heading 4 - Administration costs

Depreciation for purchase of equipment

Type of equipment	Estimated depreciation cost
0	0.00

Total depreciation..... 0.00

Hire of rooms

Meeting	Number of days	Unit cost per day	Number of rooms	Total
0	0.00	0.00	0.00	0.00

Total hire of rooms..... 0.00

Hire of interpreting booths

Meeting	Languages	Number of booths	Number of days	Unit cost per day	Total
0	0	0.00	0.00	0.00	0.00

Total Hire of interpreting booths..... 0.00

Audits

Auditor	Cost	Total
0	0.00	0.00

Total audits..... 0.00

Financial costs

Nature of costs	Quantity	Unit cost	Total
0	0.00	0.00	0.00

Total financial costs..... 0.00

Other administrative costs

Description	Cost
0	0.00

Total Other Administrative costs..... 0.00

Total - Administration costs..... 0.00

Heading 5 - Overheads

Amount..... 19 600.00

Heading 6 - Income

Income

Own contribution.....	59 999.90
Partner's contribution.....	0.00
Beneficiary's contribution in cash (C).....	59 999.90
Revenue generated by the action (R).....	0.00
Union grant (S) (T - C - R).....	239 999.66
Total Income (T).....	299 999.56
Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is	80.00

