



“Europe for Citizens Programme“

Seminar for Local Councils
Malta – 29 October 2008



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Education, audiovisual & culture Executive Agency (EACEA)





1. Introduction : the Executive Agency EACEA
2. Overview Programme “Europe for Citizens 2007-2013”
 - Philosophy & objectives
 - Current selection projects 2008
 - 2008 & 2009 perspectives
 - National Contact Point (ECPs)
3. Application lifecycle : from selection to payment
4. Most common mistakes
5. Useful links

1. Introduction : EACEA Executive Agency

- Council Regulation (EC) 58/2003 empowers the Commission to set up **executive agencies**
- Education, Audiovisual and Culture Executive Agency became operational on **3 January 2006**
- Mandate: extension till **2015** 😊
- **Objectives:**
 - better managed programmes and improved services to beneficiaries (Web, Infodays, kick-off meetings, monitoring visits)
 - synergies between programmes



The European Commission: Policy



- Policy documents
- Programme definition
- Priorities
- Committees
- Impact Analysis
- Management of decentralised National Agencies



Executive Agency

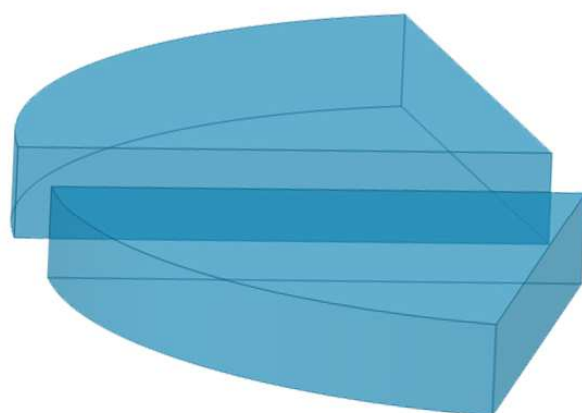


The Executive Agency: Programme Implementation

- Management of centralised actions
- Calls, selections, contracts
- Monitoring, acceptance, payments
- Clustering and dissemination
- Results & feedback

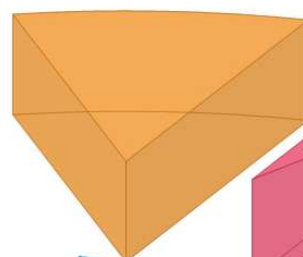


**External Cooperation
Window: 86**

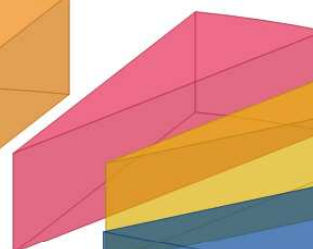


**Erasmus Mundus / US-
Canada: 103**

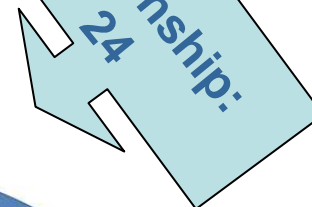
Culture: 43



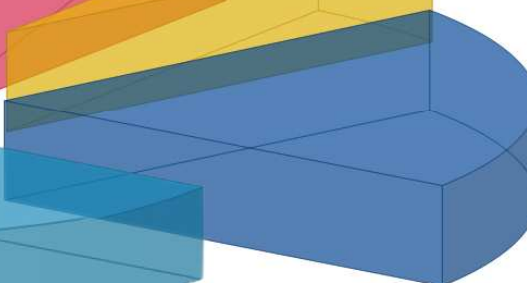
Youth: 22



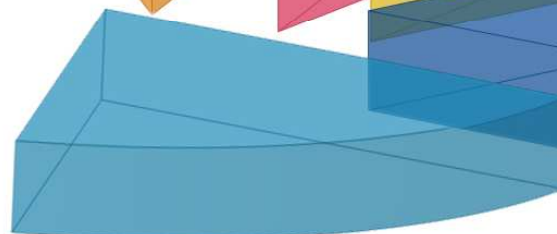
**Citizenship:
24**



**Media:
100**



LLP: 112



Figures in million €

Total 2008 : ~500 million € Staff: 369 people

“1 stop shopping for beneficiaries”



3 parent DG's : EAC, INFSO, AIDCO : 3800 projects selected, 8500 received in 2007

Lifelong Learning
 Erasmus Mundus
 External cooperation

Education
 Training

Europe for Citizens

Citizenship

Youth in Action

Youth

Culture 2007

Culture

Media 2007

MEDIA
 A programme of the European Union



2008 : Eurydice unit,
 Tempus Erasmus Mundus II



- Give citizens opportunity to interact and participate in the development of the European Union
- To develop a sense of European Identity
- To foster a sense of ‘ownership’ and belonging to the EU
- Enhancing tolerance and mutual understanding between citizens



Aims to support a wide range of activities and organisations promoting “active European citizenship”

i.e. the involvement of citizens and civil society organisations in the process of European integration.

http://eacea.ec.europa.eu/citizenship/guide/documents/programme_guide.pdf



- Bringing together people from local communities to share and exchange experiences, opinions and values
- Fostering action, debate and reflection on European citizenship and democracy
- Bringing Europe closer to its citizens by promoting Europe's values and achievements
- Encouraging interaction between citizens and civil society organisations



- 1. Active Citizens:** Town twinning meetings, networking, citizens projects and support measures
- 2. Active Civil Society:** structural support civil society, trans national projects
- 3. Together for Europe:** High visibility events, studies, national contact points
- 4. Active European Remembrance:** preservation of sites and memorials associated with mass deportation, commemoration of victims of Nazism and Stalinism



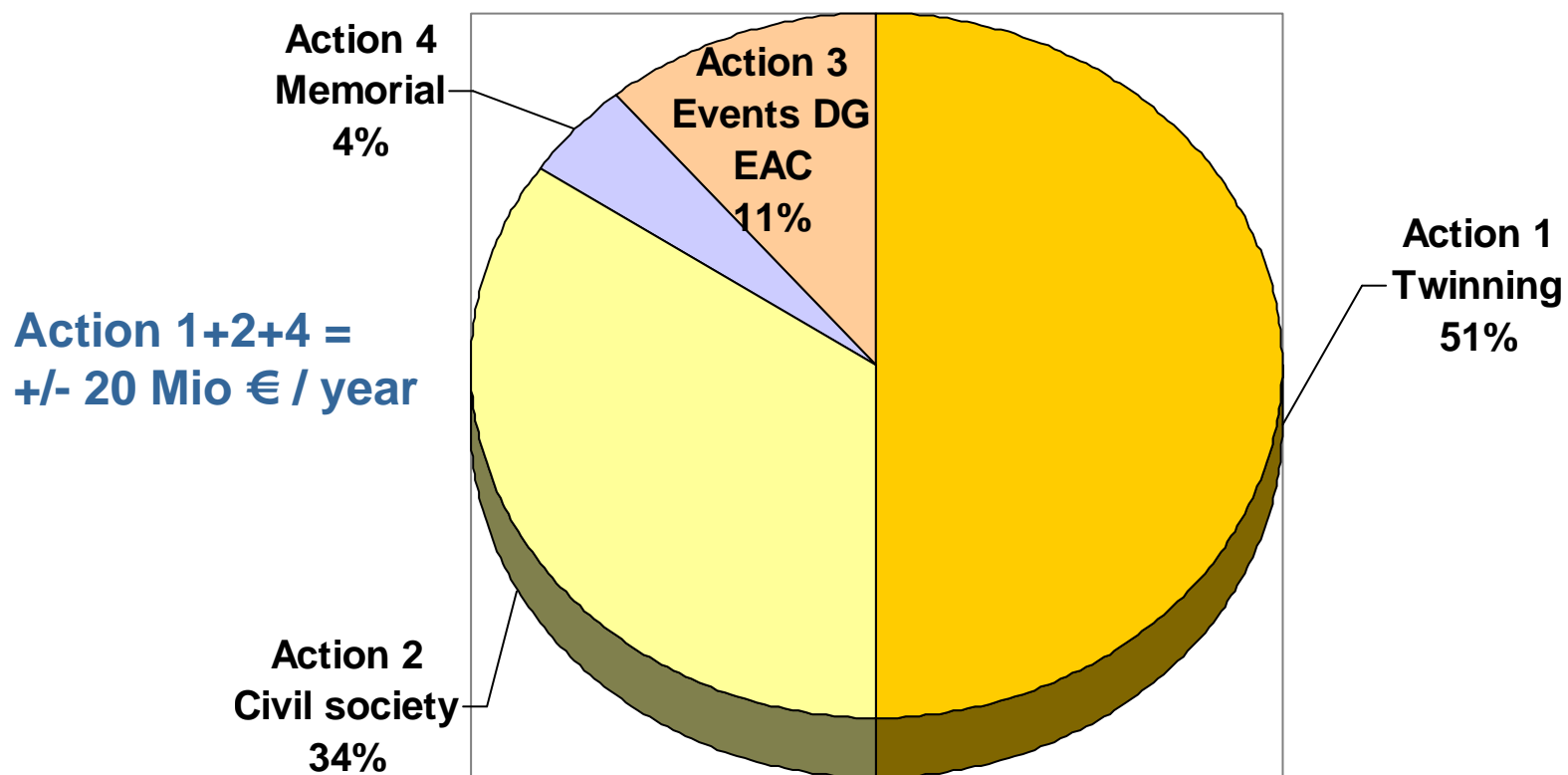
Golden Stars 13/14 November - DG EAC



700.000 citizens involved directly



2007-2013 : 215 Mio €





- 27 Member States
- Croatia since November 2007



NB: Albania possible participation in 2009





Action 1 Town- twinning	Introduced	Selected	Success rate
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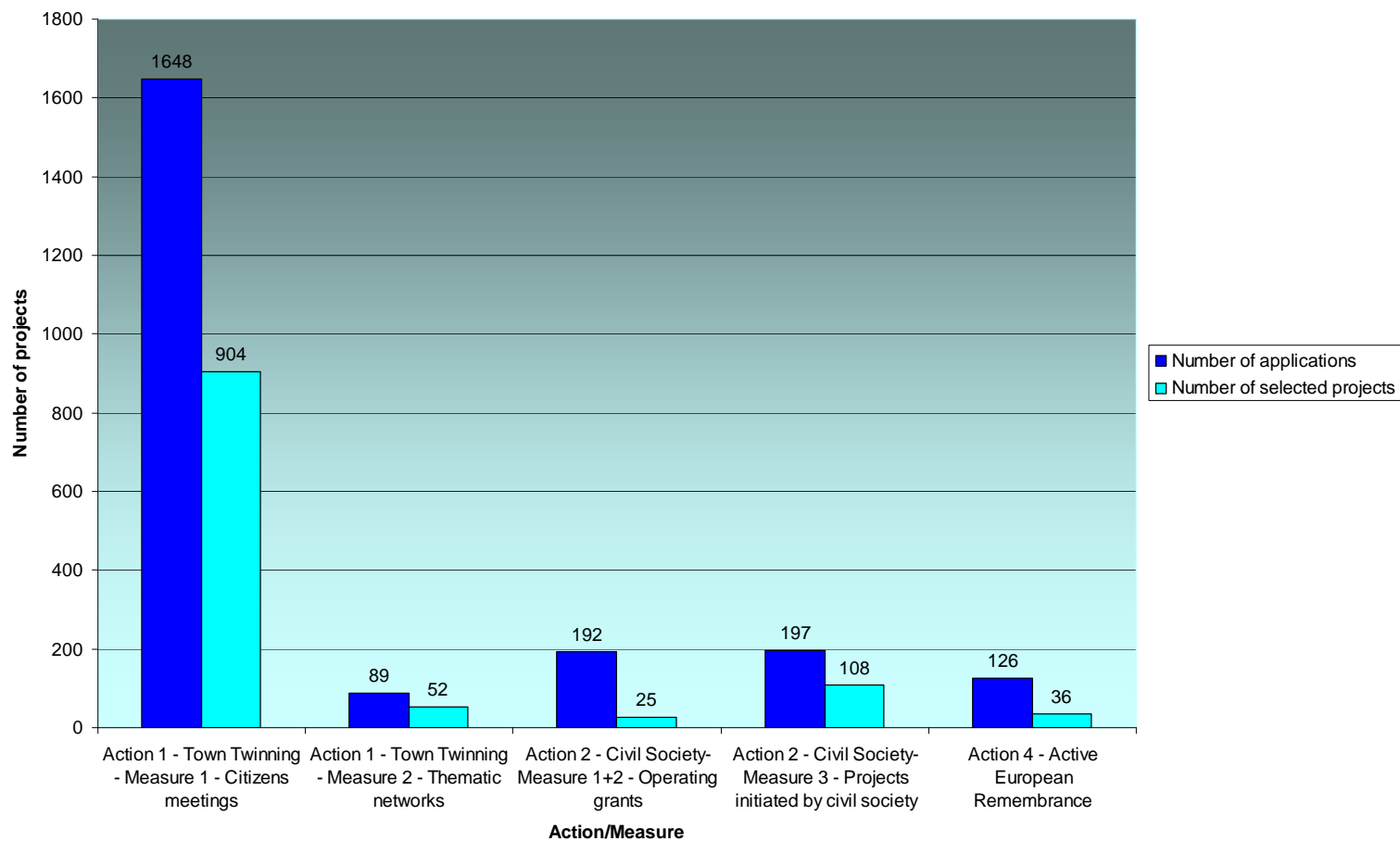
<i>1.1 Citizens meetings</i>			
Phase 2 (April to May)	523	314	60%
Phase 3 (June to July)	487	354	73%
Phase 4 (July to Sept)	486	263	56%
Phase 5 (Oct to Dec)	235	155	66%
<i>Phase 1 (Jan to March)</i>	<i>in process</i>		
<i>1.2. Annual Network of twinned towns</i>	96	58	60%
<i>1.2 Multiannual « «</i>	10	9	90%
<i>2.1. Citizens' projects</i>	<i>in process</i>		
<i>2.2 Support measures</i>	18	16	88%

Action 2 Civil Society

<i>1 & 2 Structural support (Op. grants)</i>	149	38	25%
<i>3 Civil society projects</i>	287	131	46%

Action 4 Remembrance	131	49	37%
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Total year to date	2422	1387	57%
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Direct beneficiaries of grants

- Local authorities, municipalities and twinning associations
- Research organisation on EU policies
- Initiative groups
- Civil society organisations
- Non Governmental Organisations (NGOs)
- Unions
- Schools, universities
- Organisation active in voluntaries, sport etc.

European citizens'



For the programme

- Increase of quality and quantity of projects (acceptance rates 10 % vs 2007)
- Grant agreements are sent before the action
- Multi annual grants (more security and predictability)
- Integration of annual and multi annual network of twinned towns
- New programme guide end 2008 with new application forms (Harmonisation process across Agency's programmes clarity, page reduction)
- Decrease of payment terms

Across the Agency for other programmes :

- Common application forms
- Extension of E-applications
- Forfait system to be applied for operating grant
- Replacement of experts (current all for expression of interest education, audiovisual, culture, youth and citizenship)

http://eacea.ec.europa.eu/about/procurement/eacea_2007_experts/index_en.htm



2008 : Creation of the “Europe for Citizens contact points (ECP)”



- ECP's are the national contact points for information and dissemination of the "Europe for Citizens" Programme 2007-2013 designated by the Member States + Croatia
- 17 have submitted a work programme before deadline (31/07/08) including budget and detailed activities and have received an operating grant for 2008 by the EACEA :
Austria, Croatia, Cyprus, Czech Republic, Finland, France, Germany, Hungary, Ireland, Italy, Latvia, Lithuania, Netherlands, Poland, Romania, Spain, UK (*full list to be published asap*)
- 7 have not designated a structure in 2008 :
Denmark, Estonia, Luxembourg, Portugal, Slovakia, Slovenia, Sweden
- 5 have been designated but did not submitted a work programme in 2008: Belgium FR + NL, Bulgaria, Malta, Greece

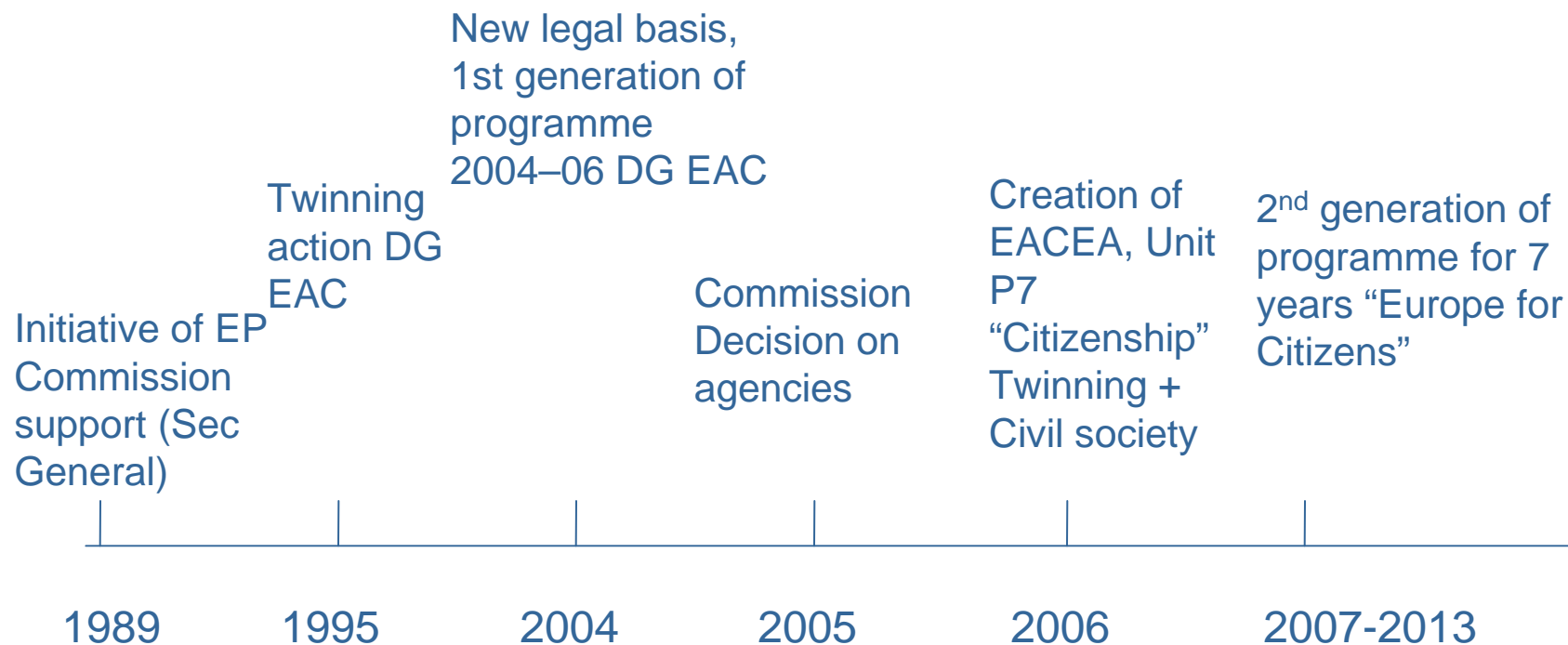




Town twinning

1. Citizens meetings (majority of projects > 1700)
 - 5 phases/year (4 in 2009), average grant € 10.000 €, average 1 week, municipalities or committees
2. Network of twinned towns annual (< 100)
 - 20 participants, 3 towns, average grant € 25.000 €, 1 to 3 days, local or regional
3. Network of twinned towns pluri-annuel (< 10)  *New*
 - 3 years, network, 5 towns, 5 countries
4. Citizens projects : panels citizens  *New*
5. Support measures  *New*

Simplifications : Forfaits, decisions, application on-line

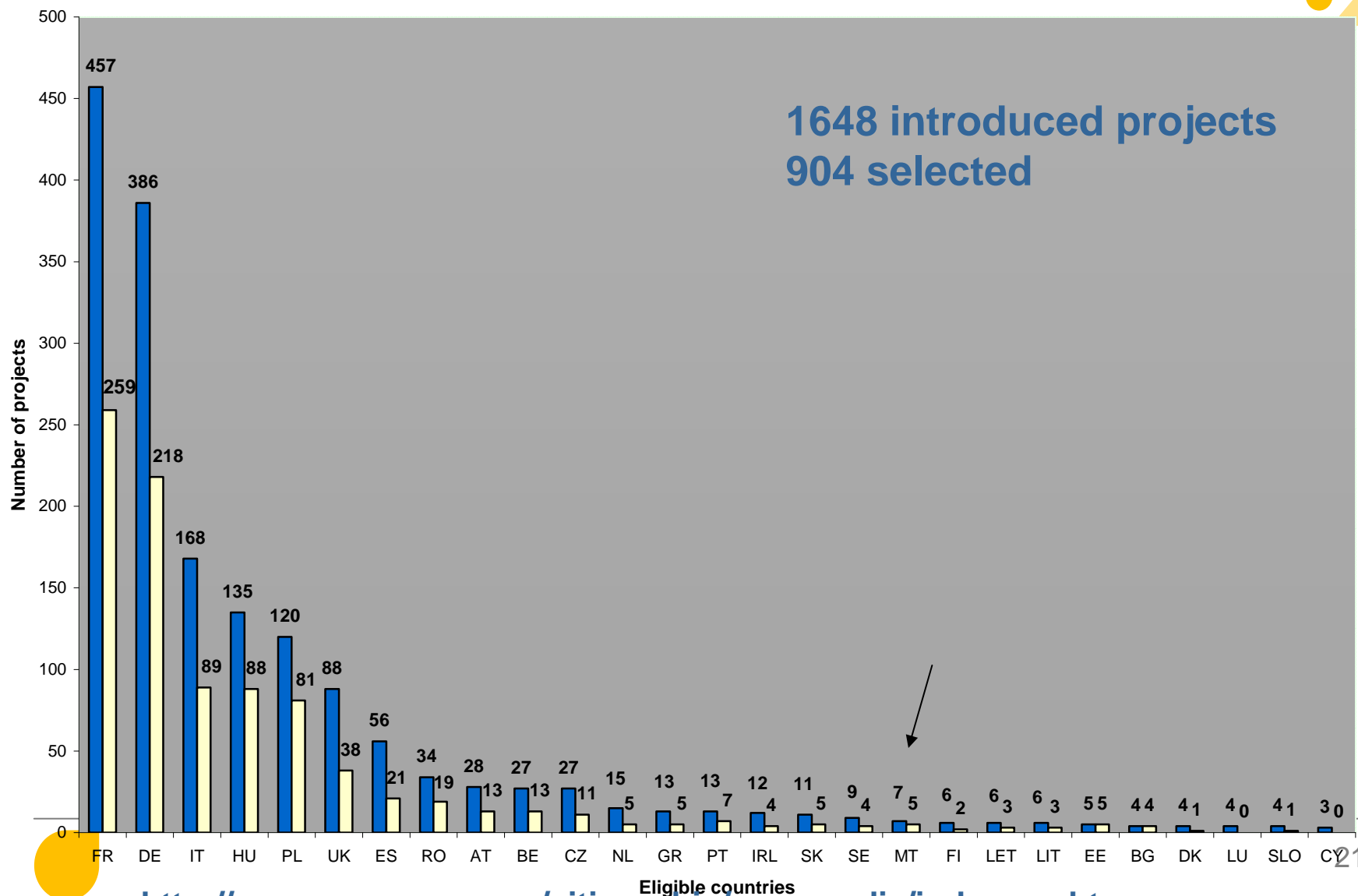




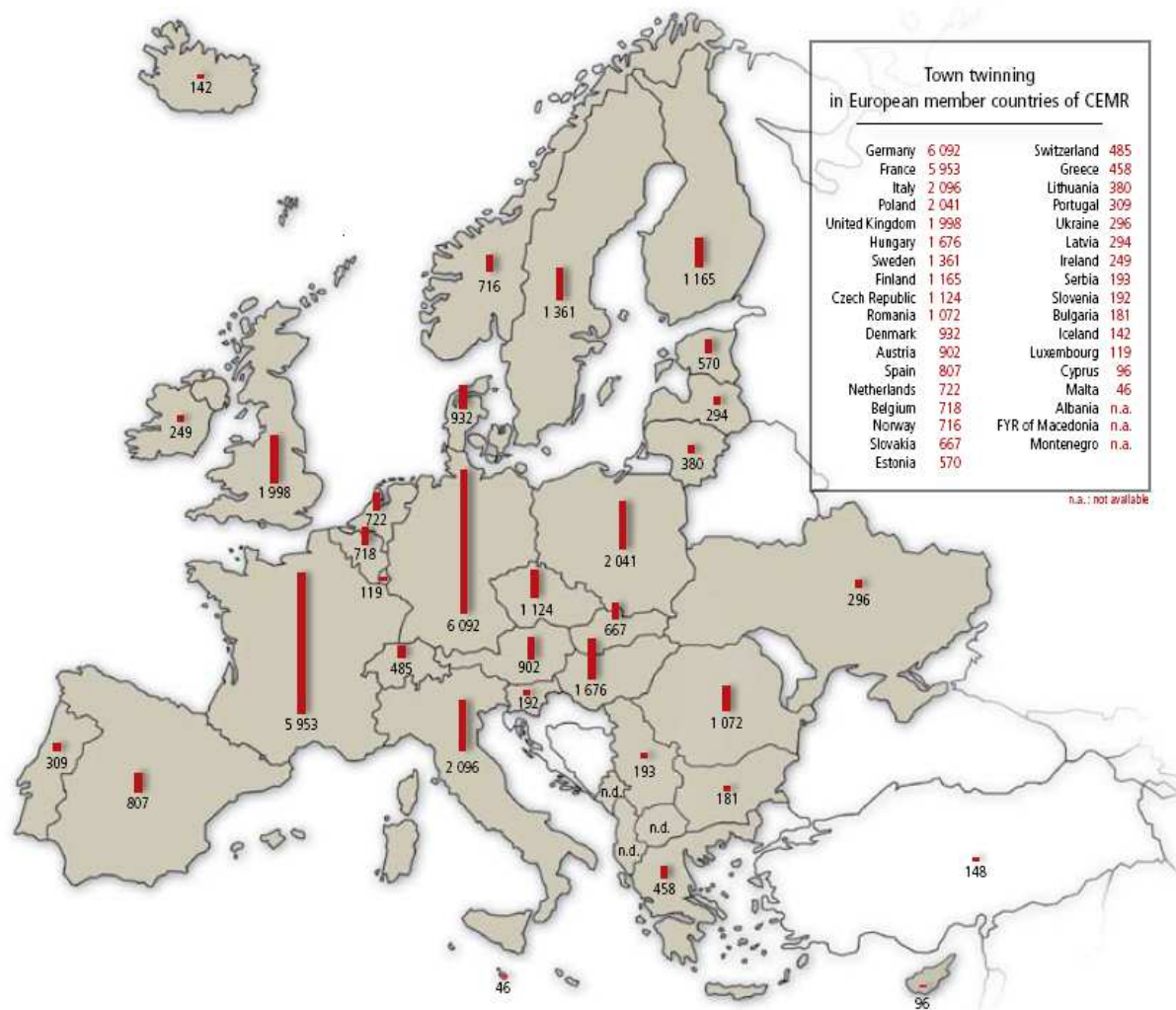
- Most common event- visits from or to a twinned town
- Host town makes an application to the programme
- Ensure visiting town is involved in discussions from the start
- First step: define actors partners (municipalities or create twinning committee), find partner town (based on similarities, cultural differences, size, geography, find theme and rough idea of programme, find lodging with inhabitants)



Citizens' meeting Town Twinning – selection 2007 (phase 1 to 3)



Town twinning partners ?



Show case video : “ 2 ways to town twinning”



Citizens meetings

Viarnes - FR (6000 inhab) 

Tubbercurry - IE (2000 inhab) 

Network : 5 towns Martin – SK/NL

Heerhugowaard – NL  

Gotha - DE 

Děčín - CZ 

Kalisz – PL 



Available in 20 languages

http://eacea.ec.europa.eu/citizenship/index_en.htm

When to apply?



	Deadline for submission	Period covered
Phase 1	1 September in the year prior to the planned meeting	1 Jan to 31 March
Phase 2	1 December in the year prior to the planned meeting	1 April to 31 May
Phase 3	1 February in the same year to the planned meeting	1 June and 31 July
Phase 4	1 April in the same year prior to the planned meeting	1 August and 30 September
Phase 5	1 June in the same year prior to the planned meeting	1 October and 31 December

How to apply ? Online application forms



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying http://eacea.ec.europa.eu/citizenship/action1/towntwinning/funding_en.htm. The page content includes:

- On-Line Application form for Citizens' Meeting Grants 2008**
The grant application form is now available for completion on-line. All applicants are strongly encouraged to submit their application on-line. The form has a number of automatic functions which will help ensure applications are fully completed. The form is currently available in English but may be completed in any of the official languages of the European Union.
- Before you start to fill in your on-line application form please print and read the following guidance note:**
- Guidance note:** How to complete the on-line Grant Application Form download page [en](#) [fr](#) [de](#) [cs](#) [da](#) [el](#) [es](#) [et](#) [fr](#) [it](#) [lv](#) [lt](#) [hu](#) [mt](#) [nl](#) [pl](#) [pt](#) [sk](#) [sl](#) [sv](#)
- When you are ready to register your user identity and begin work on your application form** [please click here](#)
- Additional forms and documents for citizens' meetings:
 - Financial Identification form:** download page [en](#) [fr](#) [de](#)
 - Legal Entity form:** download page [en](#) [fr](#) [de](#)
- Model decision for citizens' meeting grants** (for your information only) [en](#) [fr](#) [de](#)
- General Terms and Conditions** (for your information only) [en](#) [fr](#) [de](#)
- Paper Grant Application Form**
Applicants who prefer to complete their application on paper should use the following application form:
 - Application form for citizen meetings 2008** [en](#) [fr](#) [de](#)
- Automatic distance calculator for citizens meetings**
- Please note:** To use the distance calculator you need to have Adobe Reader (version 7.0.5 or greater) installed on your computer.
- Contact**
This action is managed by the EACEA, unit P7 Citizenship. All relevant information can be obtained from:
EACEA - Unit P7 Citizenship
Support to town-twinning
Avenue du Bourget, 1 (BOUR 00/13)
B-1140 Brussels - Belgium
Email : eacea-p7@ec.europa.eu
Fax: +32 2 296 23 89
<http://eacea.ec.europa.eu/citizenship/index.htm>



The screenshot shows a Windows Internet Explorer browser window with the following details:

- Address Bar:** http://eacea.ec.europa.eu/citizenship/faq/index_en.htm
- Page Title:** EACEA - Citizenship - Frequently Asked Questions
- Header:** Education, Audiovisual & Culture Executive Agency. Includes an "Important legal notice" link and language options (en, fr, de).
- Navigation:** EUROPA > European Commission > EACEA. Menu items: Welcome, Programmes, About us.
- Content:** A "Citizenship overview" section with a "Citizenship" logo and the tagline "Citizenship - Connecting people throughout Europe". Below this is a "Frequently asked questions" section listing:
 - FAQ - Town Twinning, Action 1, Measure 1.1, Citizens' Meetings **UPDATE** 07/02/2008
 - FAQ - Town Twinning, Action 1, Measure 1.2, the Thematic Networking of Twinned Towns **New**
 - FAQ - Active European Remembrance
 - FAQ - Action 2 - Measure 3, Civil Society **UPDATE** 08/01/2008
- Taskbar:** Shows the Start button and several open applications: EACEA - Citizenship..., Windows Media Player, F:\Presentations, JA 25092008.ppt, and Microsoft Word. The system clock shows 20:32.





- All visits must meet the following criteria:
 - Reinforce participants commitment to European integration
 - Promote friendships in Europe
 - Encourage active participation





- Commitment to European integration:
 - Discussion of the basic idea of the EU, its future and values
 - Learning about how to participate in EU policy making
 - Sharing the experience of concrete benefits of European Integration at the local level (EU funded projects, impact of EU policies in society...)
 - Exchanging points of view on the annual themes of the programme



- Friendships in Europe
 - Provide an opportunity for participants to get to know people from twinned towns
 - To become familiar with daily life in the twinned town (visits to schools, local institutions, working life etc)





- Active participation
 - Meetings must be based on widespread local participation and active involvement of local community, eg through
 - Involving local associations, volunteers, schools
 - Giving participants a specific role- displays, workshops, sport, cultural performances etc
 - Encouraging joint working among towns





- The European Year of Intercultural Dialogue (2009: creativity and innovation)
- Future of Europe: The Lisbon Treaty
- Active citizenship: Promoting active citizenship and social inclusion through sport
- Europe's basic values: Women's participation in political life





European content:

- Providing knowledge about EU
- Increasing commitment to integration

Active participation:

- Involving local community: prep and follow up
- Joint working of groups from different towns

Visibility of the project and follow up:

- Measures to raise awareness of project
- Publicising results (esp with local policy makers)



Meet the high score (qualitative criterias)



- Proposals for new twinning (highest scoring)
- Meetings involving at least three countries
- Meetings involving new member states
- Meetings held to celebrate long-standing twinning
- Projects involving young people, disadvantaged groups or ensuring gender balance





- The EU institutions;
- The European social model;
- Equal opportunities and fundamental rights;
- Combating racism and xenophobia;
- Environmental issues;
- Young people, education and multilingualism (including things like school networks, e-learning);
- Local economic development and local employment initiatives (including partnership between local actors);
- Issues affecting people with disabilities;
- Education through sport;
- Making the of new information and communication technologies.

Prepare a good proposal



- Provide clear and complete documentation
- Address the objectives, themes, and horizontal features of the programme in the project description and plan for the meeting / conference
- Explain who the participants will be and what they will do (active role!)
- Prepare a detailed, 'digestible', plan for the meeting
- Explain what will be learnt
- Provide a convincing plan of how you will give visibility to and publicise your project
- Ensure that your project results in identifiable products and that they are appropriate to the participants / target group / users
- Demonstrate convincing ideas and arguments to support (sustainable) twinning / network development





- Grant of between €2,200 and €22,000
- Calculated on basis of:
 - Daily rate per participant
 - Travel allowance per participant (distance between two towns)



The budget : daily allowance per participant



- The current flat rate for Malta is € 13,85 per visitor per day.
- For example, if you are organising a short 3 day exchange in Malta involving 28 people from France, your host costs in your application for are calculated as follows: $28 \text{ people} \times 3 \text{ days} \times € = € 1.163,40$
- If you are organising a longer exchange of one week taking place in Malta, with 57 people from Germany, host costs are calculated as follows:
 $57 \text{ people} \times 7 \text{ days} \times € 13,85 = € 5.526,15$
- Only nights spent staying with host families are eligible





- The grant for travel costs for visiting towns is calculated on the basis of a flat rate of €0.027 per person per kilometre travelled. Thus a host town would calculate the grant for a group of 43 travelling from a French town 900km away (thus involving a round trip of 1800km) as follows:
 - $43 \text{ people} \times 1,800 \text{ km} \times \text{€}0.027 = \text{€}2.0898$





Concept:

To use benefits of existing networks of town twinning as a platform for discussions and exchange of best practice between local authorities on policies and issues of common interest



What activities can be funded?



- Thematic conferences and workshops involving at least three towns
- These towns must be linked by town twinning arrangements (or plan to be linked in the future)
- The events should be sustainable: establishing a basis of long lasting, dynamic, multifaceted cooperation





- Conferences/events should have the following characteristics:
 - 1 to 3 days conference(s) / workshop(s)
 - at least 20 participants from 3 municipalities from different eligible countries
 - at least 25% of the participants must come from eligible countries other than the host country
 - There should have a clearly defined target group
 - The event must address the priority themes of the Programme



- Prepare a clear and detailed presentation of the conference/workshop programme
- Explain the impact of the events of future cooperation between the towns
- Use various methods of implementation (lectures, debates, discussions)
- Focus on the educational value of the programme
- Discuss European policies and their implementation at the local level, or the future of the European Union
- Explain the publicity the project will receive



What funding is available?



- Minimum of €3,500 per project
- Calculated on basis of number of participants and number of days
- Different flat rates for participant days depending on whether local or international
- Rates for Malta:
 - € 32.01 per local participant
 - € 49,58 per international participant
- Aim is to co-finance the activity, not cover all expenses

When to Apply?



New

Application forms just published 22/10/08

http://eacea.ec.europa.eu/citizenship/action1/towntwinning/thematic_funding_en.htm

	Deadline for submission	Period covered
Thematic Networking of Twinned Towns	1 December 2008	1 April 2009 to 31 March 2010





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- Main objectives:
- To collect the opinion of citizens on some key European challenges for the future;
- To pilot new methods of stimulating active interaction and discussions between citizens on certain EU policy areas;
- To create mechanisms to enable people to become active citizens and channel their views on the European integration process in the form of recommendations to policy makers at European level;
- To encourage dialogue between European citizens and the institutions of the EU.



What can be funded?



- Primary focus: citizens panels
- 1st call launched in June
- Focused on panels related to specific themes:
 - Intercultural dialogue
 - Women's political participation
 - Creativity and innovation





- Support is available for civil society organisations and think tanks to foster action, debate and reflection related to EU citizenship and democracy, shared values, common history and culture
- 3 types of activity can be funded:
 - Structural support for public policy research organisations (think tanks);
 - Structural support for civil society organisations (NGOs);
 - Support for concrete cooperation projects between civil society organizations from different participating countries.



- **Structural support for civil society organisations (NGOs)**
- This measure targeted at NGOs working consistently on European-related issues.
- Aims to contribute to the emergence of a structured, coherent and active civil society at European level.
- Funding is available in the form of an operating grant covering part of the running costs of these organisations
- Currently, new call opened





1. Joint action:

- seminars, thematic workshops,
- production and dissemination of publications,
- information campaigns,
- artistic workshops,
- actions related to amateur sport,
- training seminars

2. Debate:

- Projects stimulating debate related to the objectives, priorities and horizontal features of the Programme
- Involving ie members of the organisations implementing the project, other civil society organisations, institutions or decision-makers, the local community, etc.





3. Reflection

- Eg the organization of a forum on a topic related to European values, European citizenship or democracy.

4. Networking:

- Developing longlasting networking between a number of civil society organisations across Europe.





- To be eligible, the applicant must:
 - be a non-profit-making organisation with a legal status and legal personality. Individuals are not eligible.
 - have the appropriate qualifications and requisite financial as well as operational resources to complete the project.



- Projects must include at least one other partner organisation from another participating country which fulfils the same eligibility criteria





1 deadline per year: **15 February each year for projects starting between 1 July and 1 December of that year**

Application forms and annexes published each year on the website of the Executive Agency:

http://eacea.ec.europa.eu/citizenship/index_en.htm



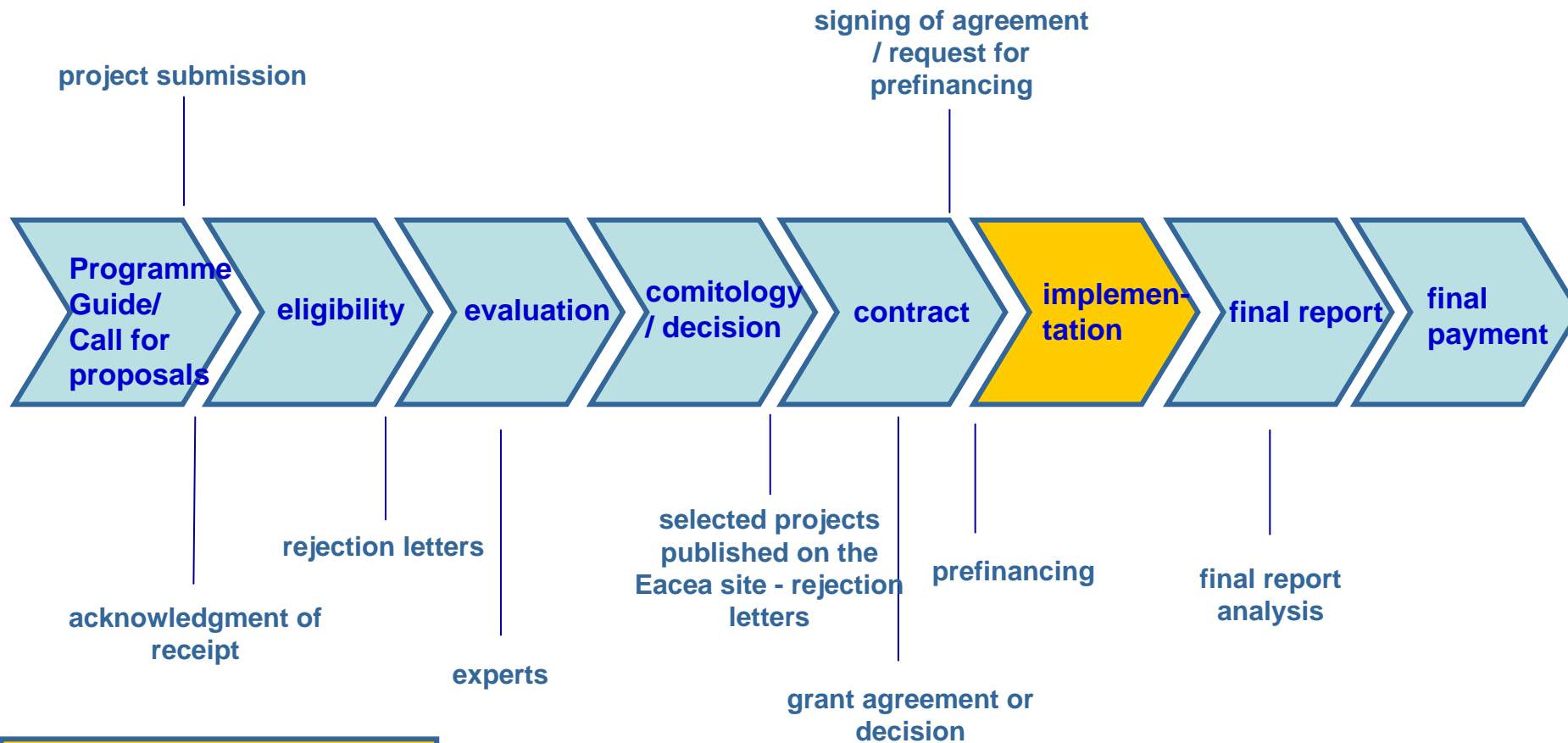


- The project must start **between 1 July and 1 December** of the year for which they submitted their application.
- The project must finish **no later than 30 June of the following year.**
- The maximum duration of projects is **12 months.**





APPLICANT / BENEFICIARY



EACEA





- If dates of the visit have to be changed for any reason, a formal request must be submitted, explaining reason for delay
- Amendments to the number of visitors or days can be included in final report (but note minimum grant of €1000)





Follow check list

- Official covering letter introducing application
- Proof of twinning: a letter from the local authority (extract from Local Government Act can be helpful)
- Financial identification form (bank details)
- Legal entities form, completed and signed
- The official application form



- Legal entities form
 - ‘Public’ for local authorities
 - PRIVATE COMPANIES for twinning committees
 - Make sure it is signed and dated
 - Must be accompanied by signed twinning agreement (articles of association)
 - No need to include VAT number unless you have one!
- Financial identification (Bank details) form:
 - MUST include IBAN
 - Make sure it is signed and stamped by the bank (unless accompanied by bank statement)
 - Make sure it is signed by the account holder
- Make sure both forms are *recently* dated and signed



- Final report : no later than 2 months after citizens' meetings narrative section on the carrying out of the project, + financial part
 - Results and achievements justifying the payment must be described in detail in the narrative report.
 - A signed list of all participants (page 6 of the final report) must be enclosed to the report
 - For multi-lateral meetings, a separate list for each invited town, signed by all invited town participants and certified by the beneficiary
 - Only the participants who have signed the official list will be taken into consideration for the calculation of the grant.
- ! Total grant is paid to the applicant (organisation town organisation+ travel) he must than transfer travel grant to each partners





- Calendar 2007-2008
http://eacea.ec.europa.eu/citizenship/calendar_en.htm
- User guide (in 23 languages) **NEW GUIDE END 2008**
http://eacea.ec.europa.eu/citizenship/guide/documents/programme_guide_en.pdf
- Frequently asked questions : FAQ
http://eacea.ec.europa.eu/citizenship/faq/faq_citizens_meetings_2007_en.pdf
- On-line application guide (23 languages)
http://eacea.ec.europa.eu/citizenship/action1/towntwinning/funding_en.htm
- Twinning partner database (CEMR new 13 November 2008)
http://www.twinnings.org/en/index_en.htm
- CEMR local twinning officers and national associations :
http://www.ccre.org/docs/twinning_officers.doc





EACEA

Education, Audiovisual & Culture
Executive Agency

Thank you

