



**CALL FOR PROPOSALS**  
**GP/RPA/ReferNet-FPA/004/14**  
**Cedefop's European Network for Vocational Education**  
**and Training (VET) – ReferNet**  
**Request for Clarification (1) – Questions & Answers**

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**Question No 1****Concerning section 5 EUROPEAN FUNDING - 5.1.1 PREVIOUS YEARS****Referring to the question:**

“Has the applicant already obtained any European Union grants, contracts or loans from a European Union institution or body/agency of the European Union, directly or indirectly for similar/complementary action(s) during the last 5 years?”

**could you please support us in clarifying the meaning of “similar/complementary action(s)”?**

Our institution implemented several ESF funded projects (as partner and as beneficiary) and Leonardo da Vinci projects with VET-related topics, but not especially dedicated to elaborate documents for present or previous ReferNet work plans.

Would these projects fall in the area of “similar/complementary actions”?

**Cedefop's answer to question No 1**

Yes, the kind of projects you refer to above qualify as “similar/complementary actions”, as well as, for example, projects under Erasmus +.

**Question No 2****Related to travels**

a) how many external travels from the ReferNet partner to Cedefop are reimbursed by Cedefop:

- ✓ one annual plenary meeting organized by Cedefop
- ✓ and one regional group meeting co-organised by Cedefop and the national partner hosting the meeting (according to Call for proposal, 3.3 Working arrangements, p. 15)
- ✓ how many travels should we envisage for the Regional and joint working groups and the core group? (according to Call for proposal, 3.3 Working arrangements, p. 15)

- b) does the “peer review exercise” among ReferNet partners, that is considered for achieving deliverable 2 (The country report) involve a meeting taking place at Cedefop’s headquarters? If, not, what does it mean as form of organization?
- c) if members of the ReferNet team, who are employed by the grant beneficiary institution, but who are located in other town, are invited to participate in the internal ReferNet meetings for work organization and information, are their travels entitled to be reimbursed? Are they considered “eligible costs”?

### **Cedefop’s answer to question No 2**

- a)
- ✓ 2 members are reimbursed directly by Cedefop. If a third member wishes to attend too, the cost incurred will be considered as eligible cost and covered by the annual grant.
  - ✓ At least 2 participants by country must participate in one regional meeting and in the Plenary meeting. Joint working groups are optional. If there is a cost, it will be reimbursed by Cedefop. No core group meeting is foreseen in 2015.
- b) No, it is usually done by e-mail, phone or any other way upon agreement between the two partners. If this implies a cost, it will be considered as eligible cost and covered by the annual grant.
- c) If such costs are indeed incurred, they will be considered ‘eligible costs’.

### **Question No 3**

#### **Referring to the possibility of subcontracting**

- what percentage can be allocated to subcontracting of various services (translation/revision, editing and printing services, web maintenance/administration,) out of the total amount of the grant requested?

### **Cedefop’s answer to question No 3**

Subcontracting must obey to the rules foreseen in FP Art. II.10. No particular limit has been set, but it is clear that sub-contracting must not be of such nature and extent that the beneficiary organisation itself carries out in fact an insignificant part of the required work. It is in the applicant’s / potential beneficiary’s interest also, as bearing the full responsibility for task delivery, to have recourse to measured and well-considered sub-contracting only, aiming at filling possible specific gaps in the beneficiary’s own capacity (e.g. technical, documentation gathering or promotional aspects).

#### **Question No 4**

##### **Documents to be submitted for the final complete application procedure:**

###### **A. Based on Call for proposal, point 10.2, page 27**

Applicants are therefore required to submit:

**(a) a proposal for a twelve-month framework partnership agreement for the year 2015; and**

**(b) a grant application for work to be carried out under a specific agreement for 2015 (1st January – 31 December 2015). Though this should be sent after having been evaluated and awarded the grant....**

**to be delivered in 4 copies (the original and three copies)?**

###### **B. 4 copies (the original and three copies) of the following documents:**

- application form filled in,
- Legal entity filled in (as annex 1 of the application form)
- financial identification form (as annex 2 of the application form) - is it possible, if the application is declared successful by Cedefop, to give you financial identification form with the data necessary only for this project? We ask this question because the bank allows us to open a bank account for specific projects only based on a signed contract.
- CVs of experts (in English). Should they be hand signed and then provided in 4 copies?

#### **Cedefop's answer to question No 4**

A. – Yes, for both documents referred to in sub-points (a) and (b), as these are in fact to be submitted simultaneously by the applicant in response to the Call for proposals.

B. Concerning the financial identification form, it is a document required by Cedefop in view of being able to make the necessary payments to the beneficiary (pre-financing and balance-payment, and any justified extra costs related to meetings during implementation of the grant agreement). This requires certification from the bank as to the validity of the bank account that the beneficiary has declared. For Cedefop, it does not make a difference if the bank account is a general one used in the long term or a specific one opened for a particular project (e.g. the ReferNet Action); what counts is that the submitted Financial Identification Form be signed by the beneficiary and confirmed by the bank concerned (via signature and stamp) to confirm that payments can be made on it, independently of the nature of the account.

As for the CVs we don't request them to be hand-signed, but the applicant takes the responsibility for their truthfulness and correctness.

### **Question No 5**

The applicant is registered in Greece since 2014 but has over 30 years' experience in Germany. In the ReferNet call you mention that the team coordinator must have a minimum of 5 years' experience in the themes you describe (page 17).

Will you accept the professional capacity of the applicant although the company is registered in Greece since 2014?

We would like to apply, because we have 30 years' experience in managing projects also the field of VET. Will you accept the application?

### **Cedefop's answer to question No 5**

Cedefop cannot exclude a priori any interested / potential applicant, and is obliged to submit to the evaluation process any application that has been submitted in a timely way and in the due form and content (see the relevant provisions of the Call for proposals). It is up to each entity concerned to assess whether its background, experience, exposure to VET issues such as those making the subject of the ReferNet Actions, current organisational capacities and arrangements, financial viability, etc. correspond to the published requirements and offer good chances to be selected as beneficiary at the end of the procedure.

Cedefop can only remind at this stage that the applicant must have extensive and in-depth knowledge of VET policies as applied in Greece and acquaintance with the related political, institutional, legislative and regulatory frameworks, and that the intended backing from a relevant and competent state authority is also one of the award criteria. A minimum of 30% of the estimated budget for the Action must also be secured by own funding or external support (including sponsorships), as the Cedefop contribution is limited to a maximum of 70% of the eligible costs.