EUROPEAN COMMISSION
Information Society Directorate-General

Interfaces, knowledge and content technologies. Applications. Information market
Information market

eContent

EVALUATION REPORT

Continuous submission scheme
September 2003
Second Evaluation

Volume III
Annexes

Evaluation of proposals submitted under continuous submission scheme of the Call for proposals to promote the European digital content on the global networks published 20 December 2002 in OJ 2002/C 320/13

Volume I	Executive summary
Volume II	Proposal abstracts and evaluation summary
Volume III	Annexes

Volume III: Annexes

Index

1. PUBLIC CALL DOCUMENTS (DOWNLOADABLE AT http://www.cordis.lu/econtent/calls)

   1.1. Call text OJ 20.12.2002 C 320/13

   1.2. Council decision OJ 18.1.2001 L 14

   1.3. Work Programme 2003-2004

   1.4. Guide for proposers (including submission forms)

2. GUIDELINES FOR EVALUATORS

3. FORMS

   3.1. Evaluation forms

   - Formal and content eligibility

   - Individual and collective evaluation

   - Evaluation summary report

   3.2. Conflict of interest

   3.3. Questionnaire

4. EVALUATORS

   4.1. Call for applications for inclusion on lists of evaluators and reviewers in the framework of the eContent programme. OJ 23.12.2000 S 247-158553

   4.2. List of selected evaluators performing the task

   4.3. CVs

   4.4. Detailed call III evaluation planning

   4.5. Who is who in eContent

1.1. Call text OJ 20.12.2002 C 320/13

— annual budget,

— previous year's financial statements (balance-sheet, profit-and-loss accounts),

— statutes, constitution or articles of association.

5.3. If the organisation has received a Commission grant in the past, a further grant will only be awarded on provision of evidence that the previous grant was properly used.

5.4. You will be notified within three months of the deadline below whether or not a grant has been awarded. If the project has not been selected, the reasons for this decision will be forwarded to you in writing.

5.5. The form and the documents forming part of the application should be sent to the above address by **31 March 2003** (as evidenced by the postmark) at the latest.

Call for proposals for indirect actions under the programme to stimulate the development and use of European digital content on the global networks and to promote linguistic diversity in the information society

(2001 to 2005)

(The eContent programme)

(2002/C 320/13)

(Text with EEA relevance)

In accordance with the Council Decision of 22 December 2000 concerning the adoption of a programme to stimulate the development and use of European digital content on the global networks and to promote linguistic diversity in the information society [1] (hereinafter referred to as the eContent programme) the European Commission hereby invites proposals for indirect actions to be financed under the programme.

The eContent programme is based on three action lines referred to under point 3 of this call:

(a) improving access to and use of public sector information;

(b) enhancing content production in a multilingual and multicultural environment;

(c) increasing dynamism in the digital content market.

In conformity with Article 4 of the Council Decision, a work programme [2], specifying detailed objectives and priorities and an indicative timetable for their implementation, was drawn up by the European Commission to serve as the basis for implementing the programme up to 17 January 2005. The objectives, priorities, indicative budget and types of indirect actions referred to in this call notice correspond to those set out in the work programme.

1. This call relates to:

— proposals, specified under parts 1 of point 3 of this call, called by a fixed deadline following which evaluation will take place. Proposals not having met this deadline will not be considered under this call notice,

— proposals, specified under parts 2 of point 3 of this call, called under a continuous submission scheme, under which proposals may be submitted at any time. Proposals will be evaluated at intervals that depend on the number received, but which will not exceed four months. Proposals under this scheme may be submitted at any time up to the date of closure of the scheme.

2. The eContent programme is implemented through indirect actions as provided for in Annexes I and III to the Council Decision.

Evaluation and selection criteria and modalities are given in the point 4 of this call.

All the information on how to prepare and submit proposals is given in the 'Guide for proposers' [2]. Details of the evaluation process are given in the Evaluation Manual [2]. This documentation can be obtained, along with the work programme and any other information relating to this call, from the European Commission using one of the following addresses:

---

[1] OJ L 14, 18.1.2001, p. 32.

[2] www.cordis.lu/econtent

European Commission
Directorate-General Information Society
eContent Help Desk
Jean Monnet Building, Office EUFO 1181
L-2920 Luxembourg.

E-mail: eContent@cec.eu.int
Fax (352) 4301-349 59
Web: www.cordis.lu/econtent/calls.htm

3. Those eligible to participate in indirect actions under the eContent programme are hereby invited to submit proposals that address those parts of the work programme given below.

Proposals submitted must correspond to the eContent 2003 to 2004 work programme.

The indicative total budget available for this call is EUR 29 million of Community contribution [3].

Part 1 — Fixed deadline *(Call part identifier: EC-Y03-C3-P1)*

Deadline for receipt of proposals: 21 March 2003 at 17.00 (Luxembourg local time).

Action line 1: Improving access to and use of public sector information

Sub-line 1.2: Establishment of European digital data collections

Identifier: AL 1.2 - DM

Action line 2: Enhancing content production in a multilingual and multicultural environment

Sub-line 2.1: Partnerships for multilingual and multicultural content

Identifier: AL 2.1 — DM

Action line 3: Increasing dynamism in the digital content market

Sub-line 3.1: Exchange of good practices

Identifier: AL 3.1 — AM

Sub-line 3.3: Management of rights for digital content

Identifier: AL 3.3 — AM

Sub-line 3.4: Dissemination of results

Identifier: AL 3.4 — AM

[3] Of this amount, around EUR 27 million is allocated on the 2003 budget, the remainder will be committed under the 2004 budget for Part 2.

Part 2 — Continuous submission scheme *(Call part identifier: EC-Y03-C3-P2)*

Deadline for receipt of proposals: 28 May 2004 at 17.00 (Luxembourg local time).

Action line 1: Improving access to and use of public sector information

Subline 1.1: Cross-border information services based on public sector information

Identifier: AL 1.1 — FP

Subline 1.2: Establishment of European digital data collections

Identifier: AL 1.2 — FP

Action line 2: Enhancing content production in a multilingual and multicultural environment

Subline 2.1: Partnerships for multilingual and multicultural content

Identifier: AL 2.1 — FP

Subline 2.2: Strengthening the linguistic infrastructure

Identifier: AL 2.2 — FP

4. In the evaluation process, the different criteria used are as follows:

Eligibility criteria

Eligibility criteria are minimum conditions to be met by all proposers.

(a) Applicants will have to provide a declaration that they are not in any of the situations described below:

— they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters,

— they have been convicted of an offence concerning their professional conduct by a judgment which is not open for appeal,

— they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify,

— they have not fulfilled obligations relating of the payment of social security contributions or taxes,

— they are guilty of serious misrepresentation in supplying the information required by the authorising department.

(b) Timely delivery. Project proposals not meeting the deadline specified shall not be considered.

(c) Signatures. Proposals must carry signatures by all consortium partners.

(d) Consortium composition. Minimum requirements for each type of projects are indicated in the eContent 2003 to 2004 work programme and in the guide for proposers.

(e) Proposal completeness. Proposals should provide all the information required in the guide for proposers in the format indicated therein.

Selection criteria

These criteria aim at demonstrating that proposers possess stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. Proposers should also demonstrate the professional competencies and qualifications required to complete the proposed project.

Financial and operational capacity to carry out the project

— capacity to co-finance the proposed project as demonstrated by the company accounts,

— capacity to allocate adequate human resources to carry out the project in question.

Professional competencies and qualifications

Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).

Award criteria

These criteria are aimed at evaluating the quality of the proposal submitted in response to the call. The award procedure is further detailed in the evaluation manual.

— Quality, relevance, innovation and impact 35 %

— Partnership, resources and management 35 %

— European added value and contribution to relevant policies 15 %

— Contribution to economic development and social objectives 15 %

The Commission may request the support of external experts for the evaluation and the application of the various criteria.

5. All proposals responding to this call must be sent to the Commission at the address indicated below in this notice by registered post, or delivered by hand or by courier.

To be receivable, proposals must be submitted on paper signed by the proposing organisations and be received by the Commission at the following address:

European Commission
Directorate-General Information Society
The eContent programme
Jean Monnet Building, Office EUFO 1181
L-2920 Luxembourg,

before the applicable deadline [4].

Further information is available in the guide for proposers.

Reminder notice: Please note that **deadlines apply to receipt by the Commission**. In addition, failure to use the above address exactly as it is reproduced here could lead to delays in having your proposal received by the eContent programme, and could lead to your proposal not being received before the deadline.

6. In all correspondence relating to this call (e.g. when requesting information or submitting a proposal) please make sure to cite the applicable call part identifier.

In submitting a proposal proposers accept the procedures and conditions as described in this call and in the documents to which it refers.

All proposals received by the European Commission will be treated in strict confidence.

The European Community pursues an equal opportunities policy and, in this context, women are particularly encouraged to either submit proposals or to be involved in their submission.

[4] For courier services that require a telephone number for the recipient, please use (352) 4301-382 24.

1.2 Council decision OJ 18.1.2001 L 14

II

(Acts whose publication is not obligatory)

COUNCIL

COUNCIL DECISION

of 22 December 2000

adopting a multiannual Community programme to stimulate the development and use of European digital content on the global networks and to promote linguistic diversity in the information society

(2001/48/EC)

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 157(3) thereof,

Having regard to the proposal from the Commission [1],

Having regard to the opinion of the European Parliament [2],

Having regard to the opinion of the Economic and Social Committee [3],

Having regard to the opinion of the Committee of the Regions [4],

Whereas:

(1) The evolution towards an information and knowledge society should influence the life of every citizen in the European Union by, *inter alia*, affording new means of gaining access to knowledge and new ways of acquiring knowledge.

(2) The Lisbon Summit stressed the need to bridge the digital divide in the emerging information society and to strengthen social cohesion.

(3) Digital content plays a predominant role in this evolution. Four million Europeans are currently employed in the content sector. Content production has given rise to rapid job creation in recent years and continues to do so. Most of these jobs are created in small emerging companies. This will radically change the conditions of access to knowledge or acquisition of it, and thus constitutes an essential asset for economic growth, enterprise and employment, and enhancing the professional, social and cultural development, and the creativity and innovative capacity of the citizens of Europe now and in the future.

(4) The economic and social potential of the development of digital content extends to the culture, education, training and leisure sectors.

(5) The structures and business environment of the content industries are changing fast.

(6) Respect for intellectual property and labelling of works are preconditions for increased distribution and exploitation of digital content on global networks.

(7) There are numerous barriers to the full development of the European content industries and markets.

(8) The Bonn ministerial declaration, issued at the conference of 6 to 8 July 1997 on the role of global networks for the information society, devotes special interest to the Internet commercial developments, thus forming the basis for the continuing discussions on Internet content, management issues and electronic commerce.

(9) On 8 December 1999 the Commission adopted the eEurope initiative which was subsequently welcomed by Member States at the Helsinki European Council of 10 and 11 December 1999.

[1] OJ C 337E, 28.11.2000, p. 31.
[2] Opinion delivered on 14.12.2000 (not yet published in the Official Journal).
[3] Opinion delivered on 29.11.2000 (not yet published in the Official Journal).
[4] Opinion delivered on 14.12.2000 (not yet published in the Official Journal).

(10) The Council has underlined, in its conclusions adopted on 17 December 1999 [1] on culture industries and employment in Europe, that progress in communication technology and the information society has substantially increased the number of distribution channels, which has boosted demand for new programme content.

(11) On 23 and 24 March 2000 the European Council in Lisbon specifically recognised the role of the content industries in creating added value by exploiting and networking European cultural diversity.

(12) Community actions undertaken concerning the content of information should respect the Union's multilingual and multicultural character and encourage initiatives that facilitate access to digital information in the languages of present and candidate countries.

(13) The interim evaluations of the INFO2000 programme established by Council Decision 96/339/EC [2] and the multilingual information society initiative (MLIS) established by Council Decision 96/664/EC [3] call for a vigorous follow-up of the actions in the area of digital content and linguistic and cultural diversity.

(14) Measures should be taken encouraging participation of small and medium-sized enterprises (SMEs) in information society developments.

(15) The different rates of development on the provision and use of information services as well as of new communication techniques and the related content in the present Member States and in the candidate countries deserve special consideration, having regard to the internal cohesion of the Community and the risks associated with a two-tier information society. The presence of content in different languages promotes equality of access for citizens to the information society and reduces discrimination.

(16) The Commission has published in January 1999 a Green Paper on public sector information in the information society, launching a European debate on this topic.

(17) Access to information originating in the public sector must respect the particular obligations of those authorities and the need to protect the confidentiality of personal data as provided for in Directive 95/46/EC of the European Parliament and of the Council [4].

(18) The use of public sector information should respect provisions set by Member States on property rights of digitised material.

(19) The removal of barriers to access to public sector information should be encouraged, *inter alia*, by encouraging the exchanges of best practices.

(20) Since the objectives of the proposed actions cannot be sufficiently achieved by the Member States due to the transnational character of the issues at stake and can, therefore, by reason of the European scope and effects of the actions be better achieved at Community level, the Community may adopt measures, in accordance with the principle of subsidiarity as set out in Article 5 of the Treaty. In accordance with the principle of proportionality, as set out in that Article, this Decision does not go beyond what is necessary in order to achieve those objectives.

(21) Any content policy action should be complementary to other ongoing Community initiatives, and be performed in synergy with actions under the fifth framework programme for research and development, the framework programme for culture, the media programmes, with Community education actions, SME actions, with the Structural Funds, with the eEurope action plan and the risk capital action plan.

(22) Complementarity and synergy with related Community initiatives and programmes should be ensured by the Commission through appropriate coordination mechanisms.

(23) Progress of this programme should be continuously and systematically monitored with a view to adapting it, where appropriate, to developments in the digital content market. In due course there should be an independent assessment of the progress of the programme so as to provide the background information needed in order to determine the objectives for subsequent content policy actions. This interim assessment report should be submitted in time to allow corrective actions in the second phase of the programme. At the end of this programme, there should be a final assessment of the results obtained and a report to the European Parliament as to the future content policy and success/impact of this programme in achieving the objectives set out in this Decision.

(24) It may be appropriate to engage in international cooperation activities with international organisations and third countries for the purpose of implementing this programme.

(25) A financial reference amount, within the meaning of point 34 of the Interinstitutional Agreement of 6 May 1999 between the European Parliament, the Council and the Commission [5], is included in this Decision for the entire duration of the programme, without thereby affecting the powers of the budgetary authority as they are defined by the Treaty.

[1] OJ C 8, 12.1.2000, p. 10.
[2] OJ L 129, 30.5.1996, p. 24.
[3] OJ L 306, 28.11.1996, p. 40.
[4] OJ L 281, 23.11.1995, p. 31.
[5] OJ C 172, 18.6.1999, p. 1.

(26) The measures necessary for the implementation of this Decision should be adopted in accordance with Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission [1],

HAS ADOPTED THIS DECISION:

Article 1

A multiannual programme 'European digital content for the global networks' (hereinafter referred to as 'eContent') is hereby adopted.

The programme has the following objectives:

(a) helping to stimulate the use of and access for all to the Internet by increasing the availability of European digital content on the global networks to support the professional, social and cultural development of the citizens of the European Union and facilitating the economic and social integration of nationals of the applicant countries into the information society;

(b) stimulating access to and use of European digital content potential and especially promoting more effective use of information held by the public sector;

(c) promoting cultural diversity and multilingualism, especially in the languages of the European Union, in digital content on the global networks and increasing the export opportunities of European content firms, and in particular SMEs, through cultural and linguistic customisation;

(d) creating favourable conditions for the reduction of market fragmentation and for the marketing, distribution and use of European digital content on the global networks to stimulate economic activity and enhance employment prospects.

Article 2

In order to attain the objectives referred to in Article 1, the following actions shall be undertaken under the guidance of the Commission, in accordance with the action lines set out in Annex I and the means for implementing the programme set out in Annex III:

(a) improving access to and expanding use of public sector information;

(b) enhancing content production in a multilingual and multicultural environment;

(c) increasing dynamism of the digital content market.

Article 3

1. The programme shall cover a period of four years from the date of its publication in the *Official Journal of the European Communities*.

2. The financial reference amount for the implementation of the programme for the period mentioned in paragraph 1 shall be EUR 100 million.

The annual appropriations shall be authorised by the budgetary authority within the limits of the financial perspective.

An indicative breakdown of expenditure is given in Annex II.

Article 4

1. The Commission shall be responsible for the implementation of the programme and its coordination with other Community programmes. The Commission shall draw up a work programme every two years on the basis of this Decision.

2. In the implementation of the programme, the Commission shall, in close cooperation with the Member States, ensure general consistency and complementarity with other relevant Community policies, programmes and actions that impinge upon the development and use of European digital content and the promotion of linguistic diversity in the information society.

3. The Commission shall act in accordance with the procedure referred to in Article 5(2) for the purposes of the following:

(a) adoption of the work programme;

(b) determination of the criteria and content of calls for the proposals, in line with the objectives outlined in Article 1;

(c) assessment of the projects proposed under calls for proposals for Community funding of an estimated amount of Community contribution equal to, or more than EUR 700 000;

(d) any departure from the rules set out in Annex III;

(e) acceptance of participation in any project by legal entities from third countries and international organisations other than those mentioned in Article 7(1) and (2).

4. Where the amount of the projects referred to in point 3(c) is less than EUR 700 000, the Commission shall merely inform the committee established by Article 5(1) of the projects and the outcome of their assessment. This threshold can be reviewed in the light of experience at the end of two years from the date of publication of this Decision.

The Commission shall inform the committee of progress with the implementation of the programme as a whole on at least a half yearly basis.

Article 5

1. The Commission shall be assisted by a committee.

2. Where reference is made to this point, Articles 4 and 7 of Decision 1999/468/EC shall apply.

The period laid down in Article 4(3) of Decision 1999/468/EC shall be set at three months.

[1] OJ L 184, 17.7.1999, p. 23.

Article 6

1. In order to ensure that Community aid is used efficiently, the Commission shall ensure that actions under this Decision are subject to effective prior appraisal, follow-up and subsequent evaluation.

2. During implementation of projects and after their completion the Commission shall evaluate the manner in which they have been carried out and the impact of their implementation in order to assess whether the original objectives have been achieved.

3. The selected beneficiaries shall submit an annual report to the Commission.

4. After two years from the date of publication of this Decision and at the end of the programme, the Commission shall submit to the European Parliament, the Council, the Economic and Social Committee and the Committee of the Regions an evaluation report on the results obtained in implementing the action lines referred to in Article 2. The Commission may submit, on the basis of those results, proposals for adjusting the orientation of the programme.

Article 7

1. Participation in the programme may be opened to legal entities established in EFTA States which are members of the European Economic Area (EEA) in accordance with the provisions of the Agreement on the EEA.

2. The programme shall be open to participation of applicant countries on the following basis:

(a) those from central and eastern Europe (CEECs), in accordance with the conditions established in the Europe Agreements, in their additional protocols, and in the decisions of the respective Association Councils;

(b) Cyprus, Malta and Turkey, in accordance with bilateral agreements to be concluded.

3. Participation may be opened, in accordance with the procedure referred to in Article 5(2), without financial support by the Community from the programme, to legal entities established in third countries and to international organisations, where such participation contributes effectively to the implementation of the programme and taking into account the principle of mutual benefit.

Article 8

This Decision is addressed to the Member States.

Done at Brussels, 22 December 2000.

For the Council

The President

C. PIERRET

ANNEX I

ACTION LINES

The action lines are a means to implement a European approach to the development of the digital content industries. They will contribute to the strategic objectives of the eContent programme, that have been defined as follows:

— helping to stimulate the use of and access for all to the Internet by increasing the availability of European digital content on the global networks to support the professional, social and cultural development of the citizens of the European Union and facilitating the economic and social integration of nationals of the applicant countries into the information society,

— stimulating access to and use of European digital content potential, especially promoting more effective use of information held by the public sector,

— promoting cultural diversity and multilingualism, especially in the languages of the European Union, in digital content on the global networks and increasing the export opportunities of European content firms and in particular SMEs through cultural and linguistic customisation,

— creating favourable conditions for the reduction of market fragmentation and for the marketing, distribution and use of European digital content on the global networks to stimulate economic activity and enhance employment prospects, safeguarding cultural diversity, optimising the European heritage and facilitating access to knowledge.

The three action lines of the new programme are strongly intertwined. Thus, linguistic aspects are essential for the cross-border exploitation of public sector information, facilitating access to capital for Internet start-ups is fundamental for the language industries, public sector information is an opportunity to be used by Internet firms in collaboration with public sector bodies, strategic views to be elaborated in close collaboration between the public and the private sectors will help identify emerging priority areas, etc.

The eContent programme aims at supporting projects that fulfil the aims expressed above and present some common features. They should be:

— an instrument against the barriers that prevent, at European level, the establishment and functioning of the single market in the areas they address,

— high risk — high reward projects,

— cross-sectoral and transnational, and

— scalable and act as multipliers,

— user-orientated.

Application of existing technology (state of the art) will be required for the projects.

1. IMPROVING ACCESS TO AND EXPANDING USE OF PUBLIC SECTOR INFORMATION

The Green Paper on public sector information in the information society, published in January 1999, triggered a discussion at European level on the issues of access to and exploitation of public sector information. This discussion has contributed to raising awareness in this field among public and private parties and may be an important basis for improving the conditions of the exploitation in Europe of content with a high added value in educational, cultural, social and professional terms and for the development of new multimedia goods and services, while safeguarding wide access to it. At the same time, experiments of public/private partnerships based on the principle of mutual benefit, started under the INFO2000 programme, should be accelerated and expanded. Furthermore, participation of European Union applicant countries in the initiatives of this action line will facilitate future integration. A better management of information (for example in the field of land registers, cultural heritage, or multilingual access to public sector information) is of vital importance in these countries for creating a transparent legal framework as well as the functioning of the internal market after accession.

1.1. **Experiments in concrete projects**

The public sector collects and produces vast amounts of information, much of which is of interest to individuals and businesses, and which can be the raw material for value-added information services produced by the content industries. There are however, many barriers for the transformation of this potential into usable products and services. These barriers lead to uncertainties, which in turn result into a lack of investment from both the public and the private sectors, degrading the level of services for users. Projects that can be used as examples of good practices and that will allow to identify practical problems in public/private partnerships, will help to redress this situation. These projects, while safeguarding wide access to information in a multiplicity of languages on the global networks, will foster public-private partnerships, serving as catalysts to further developments in this field.

Preliminary actions have started under the INFO2000 programme, that supported a limited number of pilot and demonstration projects. Given the huge potential of this domain, experiments with public-private partnerships, aimed at the exploitation of public sector information with a European interest, will continue. Within this action line the use of language technology applications will be promoted among the administrations in Member States, and the European Union institutions.

Projects will address the main barriers hampering the development of a single market in public sector information, such as the possible need for common standards (for example in collecting methods), or the need for transparent pricing for public information access and use in the various Member States. This will be achieved in areas of public interest, such as cultural heritage, health or education applications, but also of more commercial interests, such as geographic information, business, environment, or tourism.

Application of different and emerging technologies (e.g. mobile applications) will be encouraged.

Furthermore, there will be room within this action line for projects forging links between the content industries and public sector bodies in the candidate countries, increasing the availability of reliable information of the public sector for business and citizens.

1.2. **Establishment of European digital data collections**

The pilot-projects as described in point 1.1 usually cover a limited geographical area within Europe. The presence on the global networks of information collected and held by the public sector in the form of consistent datasets shared between a large number of European countries will have to be stimulated. The absence of complete datasets at European level constitute indeed one of the barriers to the exploitation of the content potential. Therefore, in addition to the experimental projects, the establishment of European data collections will be stimulated, through financial support, to work on pan-European metadata for public sector information and through projects collecting information covering a significant number of European Union Member States. This work will be conducted in accordance with Community law provisions regarding data protection.

An example would be a project linking and harmonising the formats of the repositories of the national mapping agencies.

Interest and commitment of public and private parties will be decisive for selecting the type of data and the areas to be covered, as well as the contribution of such projects to the achievement of public interest objectives, *inter alia*, in cultural, educational and social fields.

2. ENHANCING CONTENT PRODUCTION IN A MULTILINGUAL AND MULTICULTURAL ENVIRONMENT

Adequate support for multilingual and cross-cultural information provision and access is a key enabler for the development of a European mass market for on-line products and services, and for a wider deployment of European content in other regions. The technological aspects of this process are well covered within the fifth framework programme. RTD activities, however, do not address the fundamental issue of turning technological advances into enhanced business capabilities and market penetration, including new export opportunities.

The programme will promote and support actions aimed at encouraging cooperation in the European content and language industries, thus helping to improve the competitive positions of both sectors. These actions constitute a natural follow-up to the actions carried out under the precursor MLIS programme, adapted to the needs of an increasingly digital and global environment. Special attention will be given to SMEs and start-ups, user aspects and to less widely spoken European Union languages and the languages of accession countries.

Demonstration and infrastructure projects will be complemented by targeted accompanying actions aimed at documenting best practice, promoting exchanges and increasing awareness, and achieving cross-fertilisation of industrial, professional and national activities in the field.

2.1. **Fostering new partnerships and the adoption of multilingual and multicultural strategies**

The overall aim of this sub-line is to foster competitiveness and provide improved market opportunities for European content and language businesses, in particular innovative SMEs and start-ups, thus enhancing Europe's multilingual and multicultural presence on the global networks. Participants in these actions may be:

— commercial content players (creators, designers, packagers and distributors) who intend to enhance their offerings (e.g. web portals, mobile services) and penetrate new markets,

— corporate content players who intend to establish or strengthen their presence on the e-commerce scene (e.g. web marketing and retailing).

Such actions are expected to encompass, for example:

— projects addressing the multilingual exploitation of public sector information, in continuity with action line No 1,

— projects connecting the knowledge in the areas of cultural creation, education, marketing and technology.

Private and public-sector content providers and distributors will be stimulated to make their products and services available in a broader range of languages, throughout the design, authoring and publishing chain. IT vendors and telecom operators will be encouraged to provide platforms and delivery channels enabling multilingual information access and delivery of content meeting the cultural requirements of the target communities. The providers of language services will be encouraged to adapt their offerings to match an expanding customer base in the content industries.

It should be noted that the language issues are particularly relevant when taking into account expansion in geographical coverage of the programme in the central and eastern European countries.

2.2. **Strengthening the linguistic infrastructure**

The availability of an adequate linguistic infrastructure is a prerequisite for the timely and cost-effective creation, customisation and exploitation of multilingual content. It is the structural basis for any sustained internationalisation and localisation effort, especially for less widely spoken languages where market forces often provide insufficient incentives. Strengthening Europe's linguistic infrastructure implies establishing an open framework comprising interoperable multilingual resources encompassing for example multilingual glossaries and ontologies, translation memories and terminology collections, and the associated tools such as computer assisted translation. These resources must be pooled together to yield widely accessible repositories which can then be exploited by content providers and distributors, and by suppliers of language services.

This sub-line shall include broadly-based efforts geared towards:

— language centres: networking of regional, national and subject/discipline specific data centres, coupled with user-friendly search aids, on-line referral and brokerage services, user advice and testing of language tools, framework agreements and technical standards enabling private and public sector stakeholders to share and reuse existing and upcoming resources,

— experimentation with IT tools: integration and field testing of Internet-based software tools in the areas of content localisation management and workflow; collaborative production, use and maintenance of distributed language repositories; and cross-lingual search and gathering of digital content,

— new resources: creation and transnational distribution of new datasets for those languages and subject areas where no suitable resources exist and market forces have provided insufficient incentives to address the issue.

Projects and other actions established under the last point will address as a matter of priority less widely spoken European Union languages and the languages of the accession countries. Specific actions geared towards the languages of major European Union trade partners may be undertaken where justified in terms of Community interest and export potential. In addition, adequate support will be provided for collaborative industrial training, with a view to addressing the current and foreseeable shortage of specialist skills.

3. INCREASING THE DYNAMISM OF THE DIGITAL CONTENT MARKET

Fragmentation in the digital content market and the resulting uncertainties for marketplayers tend to lead to inertia and underinvestment. This has a negative impact on economic growth and employment. Support for the development of a common vision, access to available forms of investment capital and a unified European approach to trade rights on-line for multimedia production are therefore needed to speed up new initiatives and investments and to improve the overall environment for players in the digital content markets.

3.1. **Bridging the gap between digital content industries and capital markets**

Content industries experience specific difficulties in accessing investment capital necessary to develop new digital content applications and increase their innovative capacity. Corrective actions are needed to improve access to investment capital in order to bring out the full potential and improve business opportunities of European digital content industries in terms of valorisation of the European cultural heritage, business models, innovative applications, mobile multimedia, etc. These actions will complement other Community programmes as well as national initiatives in accordance with the subsidiarity principle.

In order to encourage the exchange of information and best practice, the focus of these actions will be on supporting the dissemination of expertise present in business universities and training centres and in the new economy in matters such as management and administrative skills, as well as deploying distance-learning facilities. Activities will have an experimental character, searching for new ways of bringing together ideas and funds.

3.2. Rights trading between digital content market players

The trading of rights between rightholders, producers of new digital services and products and players from other parts of the value chain is essential to the development of content industries. The effectiveness and efficiency of the multimedia rights clearance have a strong and direct impact on the functioning of the content industries. The integration and interoperation of distributed specialised clearance services at European level was stimulated under INFO2000 through feasibility studies, prototype, standards and pilot system development. Further support is needed to arrive at a unified European rights clearance approach.

The focus of future actions will be on extending multimedia rights clearance pilots, on supporting the creation of multimedia rights clearance centres in Europe and on specific measures to support candidate countries, less advanced sectors and specific public sector applications.

3.3. Developing and sharing a common vision

A vision of future developments shared by both private and public parties will reduce uncertainties and speed up concrete initiatives and investments. Continuous interaction between market players and public parties will be of increasing importance as a key mechanism to foster the evolution of the vision-building process. The regular and consistent observation of the converging content and languages market developments in close contact with market players will constitute the information basis needed to update the vision building process.

The focus of actions will be on defining and collecting relevant statistical data, on identifying and promoting European best practices and on developing and updating a continuous benchmarking with third countries.

The programme execution will be supported by actions aiming at the dissemination of the results (e.g. publications, worldwide websites, conferences showcasing projects) and strategic studies highlighting emerging market phenomena.

ANNEX II

INDICATIVE BREAKDOWN OF EXPENDITURE

1. Improving access to and expanding use of public sector information	40 % to 45 %
2. Enhancing content production in a multilingual and multicultural environment	40 % to 45 %
3. Increasing the dynamism of the digital content market	10 % to 15 %

ANNEX III

THE MEANS FOR IMPLEMENTING THE PROGRAMME

1. The Commission will implement the programme in accordance with the technical content specified in Annex I.

2. The programme will be executed through indirect actions and wherever possible on a shared-cost basis.

3. The selection of shared-cost projects will normally be based on the calls for proposals procedure published in the *Official Journal of the European Communities*. The content of the calls for proposals will be defined in close consultation with the relevant experts and according to the procedures referred to in Article 5 of the Decision. The main criterion for supporting projects through calls for proposals will be their potential contribution to achieving the objectives of the programme.

4. Applications for Community support should provide, where appropriate, a financial plan listing all the components of the funding of the projects, including the financial support requested from the Community, and any other requests for or grants of support from other sources.

5. The Commission may also implement other more flexible funding schemes than the call for proposals in order to provide incentives for the creation of partnerships, in particular involving SMEs and organisations in less favoured regions, or for other exploratory activities in different segments of the multimedia content market. These schemes might be operated on a permanent basis.

6. The detailed arrangements for the procedures referred to under point 3 will be implemented after consultation of the committee referred to in Article 4 of this Decision, following the rules of Article 5 of this Decision, in accordance with the Financial Regulations. They will be published in the *Official Journal of the European Communities*.

7. Projects fully financed by the Commission within the framework of study and services contracts will be implemented through calls for tenders in accordance with the financial provisions in force. Transparency will be achieved by publishing the work programme and circulating it to interested bodies.

8. For the implementation of the programme the Commission will also undertake preparatory, accompanying and support activities designed to achieve the general objectives of the programme and the specific aims of each action line. This includes activities such as: studies and consultancy in support of the programme; preliminary actions in preparation of future activities; measures aimed at facilitating participation in the programme as well as facilitating access to the results produced under the programme; publications and activities for the dissemination, promotion and exploitation of results: brochures, electronic publications (CD-ROMs, DVD, web presence, etc.), participation at exhibitions, preparation of press-related material, etc.; analysis of possible socioeconomic consequences associated with the programme; and support activities such as spreading the use of digital content standards, and encouraging skills development at European level.

9. All projects receiving financial support under the programme will be required to display an acknowledgement of the support received on the products.

1.3 Work Programme 2003-2004

EUROPEAN COMMISSION
Directorate-General Information Society

eContent

A multiannual Community programme to stimulate the development and use of European digital content on the global networks and to promote the linguistic diversity in the Information Society

WORK PROGRAMME

2003 – 2004

TABLE OF CONTENTS

0 Introduction 3

0.1 Overall objective and context 3

0.2 Focus of activity in this workprogramme 3

0.3 Project characteristics 4

1. Action Line 1: Improving access to and expanding use of public sector information 7

1.1. Subline 1.1: Cross-border information services based on public sector information 7

1.2. Subline 1.2: Establishment of European digital data collections 10

2. Action Line 2: Enhancing content production in a multilingual and multicultural environment 12

2.1. Subline 2.1: Partnerships for multilingual and multicultural content 12

2.2. Subline 2.2: Strengthening the linguistic infrastructure 14

3. Action Line 3: Increasing dynamism of the digital content market 17

3.1. Subline 3.1: Exchange of good practices 17

3.2. Subline 3.2: Strategic outlook of the content market 18

3.3. Subline 3.3: Management of rights for digital content 19

3.4. Subline 3.4: Dissemination of results 20

4. Years 2003 – 2004 Implementation Roadmap 21

5. Relations with other Community programmes 22

5.1. Additional links to useful background documents about education, training, linguistic diversity, language learning and teaching are listed below 25

0 INTRODUCTION

0.1 Overall objective and context

The *e*Content programme[1] supports the increased availability, use and distribution of European digital content. It aims at improving access for all to high-quality digital content on the global networks, in a multiplicity of languages.

*e*Content was adopted as part of the *e*Europe 2002[2] action plan, designed to accelerate the development of the information society in Europe. *e*Content also makes a significant contribution to the objectives of the updated *e*Europe 2005 action plan[2]: to provide a favourable environment for private investment and for the creation of new jobs, to boost productivity, to modernise public services and to give everyone the opportunity to participate in the information society, including citizens with special needs such as disabled individuals.

0.2 Focus of activity in this workprogramme

The current workprogramme covers the programme implementation measures for the period December 2002 until 17 January 2005. The focus of activity in the second two years of *e*Content[3] will be on the two main action lines of the programme:

– improving access to and expanding use of public sector information;

– enhancing content production in a multilingual and multicultural environment;

The first action line aims at increasing the information supply by encouraging the cross-border-use of information held by the public sector[4]. The second action line addresses the multilingual dimension of content creation and use in Europe. A third action line – Increasing dynamism of the digital content market – supports the execution of the priorities contained in the two main lines.

Where relevant, the requirements relating to the direct or indirect market impact of the co-financed actions will be strengthened. Furthermore the integration of organisations from the Candidate Countries in the *e*Content activities will be a priority[5].

---

1 Council Decision of 22 December 2000, OJ L14 of 18.1.2001, p 32.

2 http://europa.eu.int/information_society/eeurope/index_en.htm

3 For the first two years of activity see the eContent workprogramme for the years 2001 – 2002 as well as a list of financed projects, available on www.cordis.lu/econtent.

4 In line with the Commission Communication of 23 October 2001 on the exploitation of public sector information COM(2001)607 final and with the Commission proposal for a directive on the re-use and commercial exploitation of public sector documents of 5 June 2002, COM(2002)207 final.

5 Candidate Countries for entry in the European Union are: Bulgaria, Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia, Turkey. Up to date information on which countries are already part of the programme is published on the Official Journal of the European Communities. An up to date list is also available on the programme web site at www.cordis.lu/econtent.

0.3 Project characteristics

The programme aims at co-financing projects that are:

– high risk - high reward,

– cross-sectoral and trans-national,

– scalable and capable of acting as multipliers,

– user orientated,

– and capable of tackling barriers that prevent, at European level, the establishment and functioning of the single market in the areas they address.

Projects will use existing state-of-the-art technical solutions, and will be geared towards business and socio-economic – as opposed to purely technological – innovation. Projects innovation will be judged on their ability to bundle, repurpose and use digital content.**Research projects, offline multimedia applications as well as the digitisation of large quantities of material are not supported** by *e*Content. The integration of elements from the different action-lines (e.g. public sector information projects that have a strong multilingual component) in a project proposal is an asset.

The projects will be based upon multi-party, multi-nation partnerships.**A minimum of two independent partners from two participating countries**[6] **is necessary to make a consortium eligible.** Single-country or single-contractor actions are eligible only in the case of accompanying measures (see below under 'project types').

Evaluation criteria

Project proposals will be evaluated on the basis of the following criteria:

– Quality, relevance, innovation and impact

– European added value and contribution to relevant policies

– Contribution to economic development and social objectives

– Partnership, resources and management

The weighting as well as further detailing of the criteria used in the evaluation-process will be published in the call for proposals and/or the guide for proposers.

---

[6] Participating countries are the 15 EU Member States, Norway, Iceland, Liechtenstein, Latvia, Estonia, Poland and Hungary. Up to date information on which Candidate Countries are already part of the programme is published on the Official Journal of the European Communities. An up to date list is also available on the programme web site at www.cordis.lu/econtent.

Project types

In the second phase of *e*Content, different project types can be supported:

– demonstration projects;

– feasibility projects;

– accompanying measures.

The projects supported by the programme are expected to be sizeable enough to ensure a lasting impact on the market place in terms of demonstration potential and measurable results beyond the phase financed by the Communities. Their actual size will vary depending on the action line and the issues addressed. Participants in the projects will be asked to demonstrate their ability to cofinance their share of the work with matching funds.

Demonstration projects will consist of experiments in which European partners work together towards a common result to showcase the objectives of the action line. Depending on the action line, this can be a concrete information product/service or an improvement in the information infrastructure that will help develop the European cross-border content market. The Commission contribution will normally be up to 50% of the project costs and will not exceed € 2.5 million. The average total project value is expected to be in excess of € 2 million.

Feasibility projects are small scale projects lasting six to nine months designed to provide a framework for early experimentation and appraisal of new ideas. These projects are expected to result in a concrete project ready for implementation with a defined partnership and revenue model at the end of the feasibility phase. By their nature they are expected to ease the participation of small size businesses, especially from Candidate Countries that have not previously participated in the programme. Feasibility projects are not supposed to lead to the presentation of demonstration projects at later time. The Commission contribution will normally be up to 50% of the project costs and will not exceed € 200,000.

Accompanying measures will have an interest for the programme as a whole or for one of the main action lines. They will typically address horizontal issues, such as the exchange of best practice, network building, awareness and dissemination activities, industry-led web portals, project clustering and concertation. The Commission contribution may range from 50% to 100% of the total cost depending on the nature of action and will not exceed € 1 million. Value for money will be considered as a criterion in the selection of accompanying measures. As a general rule, accompanying measures will be based upon multi-party, multi-nation partnerships, although in exceptional cases single-country or single-contractor actions may be eligible as well.

Dedicated **call for tenders** may be issued for specific actions like studies or services for the Commission, relating to the execution of the programme.

Proposers are advised that successful projects have in the past shown the characteristics described in the table below.

Project types and typical project characteristics

	Type of Action	Type of Call	Typical Duration	Typical no. of Partners	Typical EU Contribution
Cost-shared projects	Demonstration projects	Fixed deadline	Up to 30 months (typically 18-24)	3-8	Up to 2.5 MEURO 50% funding
	Feasibility projects	Continuous submission	Up to 12 months (typically 6-9)	2-4	Up to 200 KEURO 50% funding
Accompanying measures	Best practice, guides and standards, SME measures, consensus and community building etc.	Fixed deadline	Up to 24 months (typically 18-24)	1-4	Up to 1 MEURO up to 100% funding
	Programme level awareness and dissemination		Up to 24 months	1-2	Up to 1 MEURO up to 100% funding
Studies and service contracts	Studies, surveys, project clustering and concertation, etc.	Call for tenders	Up to 18 months	1-2	100% funding

Fixed deadline calls and continuous submission scheme

Demonstration projects and accompanying measures will be called for under two *fixed deadline calls for proposals*, in principle foreseen for publication in the Official Journal in December 2002 and December 2003. The calls will normally close between 3 and 4 months after the publication of the call for proposals. Proposals will be assessed in the weeks following the closure date for submission.

Feasibility projects can be submitted under the *continuous-submission scheme*, as detailed in the table in section four. Proposals will be assessed in batches, typically on a four-month basis.

Indicative budget

The following table gives an indication of the budget split between the action-lines for the years 2003-2004.

Summary Budget Table: 2003 – 2004

Action Line	% of budget	EURO
Improving access to and expanding use of public sector information	47	23 700 000
Enhancing content production in a multilingual and multicultural environment	47	23 700 000
Increasing dynamism of the digital content market	6	3 100 000
Evaluation measures, publications, meetings, etc.		1 000 000[7]
Total indicative budget	**100%**	**51 500 000**[8]

[7] This amount is earmarked on the administrative part of the budget.

1. ACTION LINE 1: IMPROVING ACCESS TO AND EXPANDING USE OF PUBLIC SECTOR INFORMATION

Background

The public sector is the single biggest producer of information in Europe. Within the exercise of its public tasks, it collects, processes and disseminates considerable quantities of information. Financial and business information is collected by public sector organisations. Legal information and administrative information are public sector information *par excellence*. Geographical information, cultural heritage, traffic information and tourist information is also collected by public sector bodies[9] at different levels of government. This information resource has a considerable economic potential which is largely untapped. In particular the development of cross-border services based on public sector information is hampered by the existing market barriers. Citizens and businesses alike can greatly benefit from a good provision of this type of information on the Internet. Public sector information is a key resource for economic activity and proper functioning of the internal market.

Actions will be articulated in two sublines described below:

– Cross-border information services based on public sector information

– Establishment of European data collections.

Objectives

Stimulate the cross-border use of public sector information for added-value information products and services. The actions should support the political process at European level to improve the conditions for re-use of public sector information[10].

1.1. Subline 1.1: Cross-border information services based on public sector information

Background

The information society technologies have led to unprecedented possibilities to combine data taken from different sources and create added value products and services. Public sector information can be an important source for this kind of services. Added-value can be the result of combining the public sector information with private sector content resources or by aggregating data available at the local, regional or national level into a cross-border information service. Applications based on, amongst others, public sector information can become a catalyst of the development of new mobile services.[11]

---

8 This indicative budget represents the expected budget allocated to the *e*Content programme by the EU Budgetary Authority for the years 2003 and 2004. The amount allocated to eContent for the year 2004 will be fixed by the Budgetary Authority within the limits of the financial perspectives and in line with the *e*Content Council Decision (2001/48/EC). This amount is expected to be in the order of 24 MEURO.

9 Public sector bodies are publicly financed or controlled bodies, with the exclusion of state companies.

10 Proposal for a directive on the re-use and commercial exploitation of public sector documents COM(2002) 207 final.

11 See for example the study "Digital Content for Global Mobile Services", Andersen, 2002. The study estimates the European mobile content market size in 2006 at around EUR 19 billion and indicates that

The political goals are to facilitate the establishment of European information services based on public sector information, to enhance an effective cross-border use of public sector information by private companies for added-value information products and services, to limit distortions of competition on the European market and to avoid that a different pace in the Member States in dealing with the re-use of public sector information will lead to further fragmentation.

Objectives

Showcase the potential of public sector information for cross-border information services by building partnerships between public sector bodies and private entities.

Focus

In the second half of the *e*Content programme, this subline will focus **on cross-border added-value information services** based on public sector information, and with the participation of private entities. In order to be eligible for co-funding, projects will clearly have to show:

– The cross-border nature of the information service (having a multinational partnership is not automatically a proof of a cross-border service); both the information service and the target market need be of a cross-border nature;

– The added-value nature of the information service (in relation to the original material, but also in relation to possible similar services already existing in the market);

– The business case, in particular in the demonstration projects.

Search machines (tools) that are only going to structure and unlock public sector information resources are **not** in the scope of this subline. This type of proposals will be automatically declared out of scope. In the same way, the provision of free electronic government services to citizens (e.g. online tax forms, self certification, etc.) **will not** be considered for funding. Projects in this action line are characterised by the presence of a public-private partnership aimed at exploiting an information resource held by a public sector body.

Actors

The main actors in a project will be private companies (publishers, online publishers, mobile network operators, ISPs etc.) that want to add value to and exploit public sector information, and the public sector bodies that hold the information resources. Consortia just consisting of public sector bodies and/or consultants will not be considered for co-funding. Consortia will have to indicate clearly in the proposal how to best address the relevant IPR issues when exploiting public sector data which is copyright protected.

---

attractive public sector information applications and added-value applications based on public sector information can be a key element in developing this emerging services market.

Project types

Demonstration projects

Demonstration projects should demonstrate to possess a considerable size and expected lasting impact on the market. For this purpose, a well developed business model, identifying the users' base and revenues mechanisms needs to be integral part of the project proposal. The presentation of the business model should include basic elements allowing to judge the soundness of the approach proposed.

– *Description of the business.* Identification of product or service, operational work flows, analysis of the client base, competition and existing similar products, SWOT analysis, regulatory matters, etc.

– *Financing.* Sources and cost of *financing*, break-even schedule.

– *Marketing.* Pricing, sales promotion, awareness building, target groups, market analysis.

– *Management.* Roll out plan, personnel issues, *corporate* infrastructures, decision-making structures, risk analysis, quality assurance.

Call Identifier: AL 1.1 - DM

Feasibility projects

Interested consortia that have an idea for a cross-border content application based on public sector information with a clear market potential but that may have not yet finalised their business plans or fully defined the consortium, can apply for funding via a feasibility project. Feasibility projects should lead to results that will allow a concrete market-experiment to take off after the project is over.

Call Identifier: AL 1.1 - FP

Action line specific indications on the evaluation criteria

The submissions will be judged on the basis of the generic criteria as specified in the introduction (section 0.3 on projects characteristics). In addition, the criterion on 'quality, relevance, innovation and impact' will be translated into the original use of public sector information, and the level of aggregation or other ways to add value to the raw public sector material.

Timing

A call for proposals for demonstration projects for this sub-line will be published in December 2003. The continuous submission scheme will be open for feasibility projects.

1.2. Subline 1.2: Establishment of European digital data collections

Background

The further integration of the EU economies and the development of mobile applications leads to an increasing demand for pan-European information services and products. Developing such products based on public sector information is, however, a challenging task. Rules and practices for re-using public sector information diverge between countries. There are also a number of practical barriers – like language – and the use of different standards.

Objectives

To stimulate the development of pan-European digital data-collections based on public sector information.

Focus

The subline will focus on experiments to develop European digital data-collections based on public sector information with an infrastructural role, that have a direct or indirect impact on the digital content market. Projects will have to show:

- coverage of a considerable part of Europe and the scalability towards a full European coverage;
- the direct or indirect impact of the action on the digital content market;
- involvement of Candidate Countries where appropriate.

Search machines (tools) that are only going to structure and unlock public sector information resources are **not** in the scope of this subline. This type of proposals will be automatically declared out of scope. In the same way, the free provision of electronic government services to citizens (e.g. online tax forms, self certification, etc.)**will not** be considered for funding.

Actors

Public sector data-holders and/or private companies aggregating public sector data or producing relevant private sector data at a European level. Emphasis is given on how proposals allow the re-use of the data-collections by private players and how their action will impact the market (who will be the re-users, what type of applications will be facilitated). Consortia that consist solely of public sector bodies can in principle get funding under this action-line. Consortia must indicate how access to the data they propose to collect is guaranteed. This will have to include indications how to best address the relevant IPR issues when exploiting data which is copyright protected.

Project types

Demonstration Projects

Demonstration projects should have a considerable size and expected impact on the market. They should bring together partners from different European countries working towards a concrete example of a digital data-collection based on public sector information at European scale.

Unless the project consists of a concrete service or product to be marketed to end-users at the end of the project, there is no need for a detailed business plan in this sub-line. Nevertheless, the project-proposal should clearly indicate the impact on the market and who the re-users are. Proposers are also expected to develop a re-utilisation policy for the information they are collecting. Extensions of the digital data collection to candidate countries is strongly encouraged. The use of existing standards or the contribution to establishing best practice in the subject area will be an essential aspect of the proposal.

Call Identifier: AL 1.2 - DM

Feasibility Projects

Interested consortia that propose an idea for a pan-European data-collection based on public sector information with a clear market impact, but that have not yet finalised their market assessment or fully defined the consortium, may apply for funding with a feasibility project. Feasibility projects should lead to results that can be the basis for the development of a real pan-European digital data-collection. Proposals from candidate countries using feasibility projects to define emerging requirements are particularly welcome.

Call Identifier: AL 1.2 - FP

Action line specific indications on the evaluation criteria

The submissions will be judged on the generic criteria as specified in the introduction (section 0.3 on projects characteristics). The European coverage (including candidate countries) will be an important aspect in assessing the European added value. The criterion on ‘quality, relevance, innovation and impact’ will take into account the contribution of the proposal to unlock public sector information resources previously unused. The use of existing standards or the contribution to establishing European standards in the subject area will be an essential aspect of the proposal.

Timing

A call for proposals including demonstration projects for this sub-line will be published in December 2002. The continuous submission scheme will be open for feasibility projects.

2. ACTION LINE 2: ENHANCING CONTENT PRODUCTION IN A MULTILINGUAL AND MULTICULTURAL ENVIRONMENT

Background

No European enterprise has immediate access to a market of 370 million customers who speak the same language or share the same consumer habits, and yet companies are driven by the Internet to outgrow their national market and start exporting. For many types of products, an effective multilingual and multicultural strategy can make the difference between global success or failure. In addition, a more culturally and linguistically diverse Internet will provide broader access to the Information Society for many citizens who might otherwise be excluded. The enlargement process of the European Union also poses additional demands for targeted customisation efforts.

This action line is based on two sublines:

– Partnerships for multilingual and multicultural content

– Strengthening the linguistic infrastructure

Objectives

To ease access to and ensure a wider availability of high quality networked content across markets and communities, by encouraging cooperation between the European content and language industries.

2.1. Subline 2.1: Partnerships for multilingual and multicultural content

Background

Producing, updating and re-purposing multilingual quality content is resource intensive and time consuming. At present there are considerable market inefficiencies because of the lack of (cross-border) co-operation between content producers, distributors and localisation industries, and the absence of multilingual and multicultural strategies.

Localisation is the process of adapting products and/or services to the requirements of a specific community. In the case of content this starts with the linguistic adaptation (translation) and extends to the cultural adaptation in the markets where publishers operate. This involves the localisation of search, retrieval and personalisation of interfaces and tools.

In Europe there is a low level of awareness of the needs and nature of localisation. While there is an established tradition of translation, there is little experience with the processes and requirements of digital content localisation, the maintenance problems of services in multiple languages, the licensing issues, etc. Localisation poses challenges to the publishing cycle of web sites, to the design and management. In many cases the legacy of technologies not designed for multilingual content pose specific problems.

Accessibility to content for people with special needs (e.g. iconic, sign language, etc.) is also considered as part of the process of adaptation of content for specific needs or communities.

Objective

Foster new partnerships between various actors in the content and language industries involved in the production, delivery and re-purposing of networked content.

Focus

The focus will be on the localisation of applications and services addressing multimedia content accessible through various platforms and devices (e.g. PCs, mobile and communicating appliances, interactive TV). Projects may be based e.g. upon networking cultural creation, knowledge, education and marketing. The partnership between various actors involved in the localisation process has to be clearly presented in the proposals.

Proposals in this action line are expected to cover a multiplicity of languages of the countries participating in the programme. Sheer translation efforts of existing material (not addressing the other components of the localisation process) are not in the scope of this subline and will not be considered for funding.

Actors

Actors include digital content players from both the public and private sector planning to enhance their offerings (e.g. web portals, mobile services, location-based services, broadband information and entertainment services). Business actors who intend to establish or strengthen their presence on the e-commerce scene through e.g. web marketing, retailing and customer care offerings. Providers of localisation technologies, Internet operators and IT vendors. Actors will have to include indications how to best address the relevant IPR issues when exploiting protected works.

Project types

Demonstration projects

Demonstration projects are expected to bring together different types of actors active in the localisation process. Partnerships are expected to showcase collaborations between content providers, language players and state of the art technological solutions. They will aim at experimenting effective approaches for designing, producing, packaging, delivering and maintaining services meeting the linguistic and cultural requirements of the target markets. Inclusion of candidate countries' languages is considered an advantage.

A clear business model, identifying the users' base and revenues mechanisms needs to be integral part of the project proposal. The presentation of the business model should include basic elements to judge the soundness of the approach proposed.

– *Description of the business.* Identification of product or service, operational work flows, analysis of the client base, competition and existing similar products, SWOT analysis, regulatory matters, etc.

– *Financing.* Sources and cost of financing, break-even schedule.

– *Marketing.* Pricing, sales promotion, awareness building, target groups, market analysis.

– *Management.* Roll out plan, personnel issues, corporate infrastructures, decision-making structures, risk analysis, quality assurance.

Call Identifier: AL 2.1 – DM

Feasibility projects

Feasibility projects aim at progressing from a core group of partners and an initial idea to a broader partnership and more definite development business and exploitation plans. They are designed to provide an easier path for new entrants, especially innovative SMEs and start-ups, who need to identify a user base, establish a viable business and revenue model and find suitable partners and investors. This type of project is expected to ease the participation of candidate countries in the programme.

Call Identifier: AL 2.1 – FP

Action line specific indications on the evaluation criteria

The submissions will be judged on the generic criteria as specified in the introduction (section 0.3 on projects characteristics). The depth of language coverage (including candidate countries) as well the quality of the proposed localisation methods will be an important aspect in assessing the European added value. The criterion on 'quality, relevance, innovation and impact' will take into account the contribution of the proposal to showcase the added value of localising digital content.

Timing

A call for proposals including demonstration projects for this sub-line will be published in December 2002. The continuous submission scheme will be open for feasibility projects.

2.2. Subline 2.2: Strengthening the linguistic infrastructure

Background

A robust infrastructure comprising language data and tools is a prerequisite for the timely and cost effective creation and deployment of multilingual and cross-cultural e-content. It is the structural basis for any sustained internationalisation and localisation effort, especially for less widely spoken languages where market forces often provide insufficient incentives.

Multilingual terminology, glossaries, thesauri and other language resources for specific sectors exist. However their coverage of EU languages is far from optimal and their availability scarce. Available terminology resources generated by national or European programmes are not generally available beyond the specific context for which they where created.

Objectives

To **pool together** linguistic infrastructure resources (e.g. lexicons, grammars, rules for terminology building, intelligent indexing etc.) and**provide convenient access and a market place** to this infrastructure for content providers and distributors, and for suppliers of language services and localisation solutions.

Focus

This sub-line will focus on the networking of existing regional and national resources and their access and use by content actors.

The development of new multilingual resources will also be covered by the action for less widely spoken languages as well as those of the Candidate countries.

Proposals in this subline must cover an adequate number of languages.

Actors

Public bodies, publishers and industrial or commercial groups that hold high-quality language data, which can be used as reference and development material by designers, localisers, translators and terminologists engaged in multimedia projects.Actors will have to include indications how to best address the relevant IPR issues when exploiting data which is copyright protected.

Project types

Demonstration projects

Demonstration projects should have a considerable size and expected impact on the market. They should bring together partners (both public and/or private) from different European countries working towards an integration of (part of) their basic multilingual resources or the development of new multilingual resources. The inclusion of at least one language of a candidate country is considered an advantage. The use of existing standards or the contribution to establishing European standards in the subject area will be an essential aspect of the proposal.

Call Identifier: AL 2.2 – DM

Feasibility projects

Consortia that have an idea for the development of or for pooling together their basic multi-lingual resources, but that have not yet finalised their assessment of the impact on the market or fully defined the consortium, may apply for funding with a feasibility project. Feasibility projects are designed to ease the participation in the programme of entities of candidate countries.

Call Identifier: AL 2.2 – FP

Action line specific indications on the evaluation criteria

The submissions will be judged on the generic criteria as specified in the introduction (section 0.3 on projects characteristics). The depth of language coverage (including candidate countries) will be used in assessing the European added value. The criterion on 'quality, relevance, innovation and impact' will take into account the expected impact of opening up and making available language resources. To this end the identification of a target user population as well as an usage model are considered essential. The use of existing standards or the contribution to establishing best practice in the subject area will be an essential aspect of the proposal. The issue of intellectual property rights should be addressed where applicable.

Timing

A call for proposals including demonstration projects for this sub-line will be published in December 2003. The continuous submission scheme will be open for feasibility projects.

3. ACTION LINE 3: INCREASING DYNAMISM OF THE DIGITAL CONTENT MARKET

Objective

To help create favourable condition for the European digital content market by horizontal actions aimed at reducing market fragmentation, export opportunities and more effective us of information by the public sector.

Focus

The focus will be the exchange of good practices, the build up of a strategic overview of the digital content market based on the collection of data and benchmarking practices, and dissemination activities for the programme as a whole.

3.1. Subline 3.1: Exchange of good practices

Background

A shared view of future developments between public institutions and private parties is essential to set in motion a virtuous circle of new initiatives and investments. Public-private partnerships are seen as the key to unlock in Europe the potential of languages in accessing the networks and in unleashing large repositories of unexploited data. Since the process of experimentation has started since a few years, it is now timely to encourage an exchange of information at European level on the experience gained. The identification, exchange and promotion of best practices is an essential element of this process.

Objective

To stimulate the exchange of best-practices throughout Europe on the re-use of public sector information and the linguistic customisation of content.

Focus

This subline will focus on two types of actions, related to the main action-lines.

– Actions that aim at identifying, collecting and presenting good practices in relation to the areas of digital content at the centre of the *e*Content programme, namely: the re-use of public sector information, the internationalisation of web content and services, digital content localisation, cross-cultural information, mobile and transaction services, etc. The exchange of good practices can – for example – be realised through dedicated case studies, print and electronic publications and presentations at major public events; synergies with projects or actions foreseen under the subline 3.4 (dissemination of results) are encouraged wherever possible.

– Thematic networks to improve the learning processes and the exchange of good practices on the re-use of public sector information or the barriers to effective localisation of digital content products and services at European level (including the Candidate Countries) in specific areas of interest. Showcasing of successful market examples (e.g. partnerships between content owners and localisers, successful business models for the exploitation of the cultural heritage, innovative applications in the field of mobile multimedia, transfer of knowledge from business universities, etc.) could be one area of application of such networks.

Action type and timing

The programme will be open for proposals for **accompanying measures** under fixed deadline calls covering these areas. For the thematic networks, the eligible costs would be limited to the costs directly related to the functioning of the network (e.g. travel costs, co-ordination costs).

Call Identifier: AL 3.1 – AM

3.2. Subline 3.2: Strategic outlook of the content market

Background

The observation of the content and language market is presently fragmented and there is little or no regular and consistent collection of data, nor benchmarking between European countries. Absence of quantitative knowledge on the existing repositories of pan European public data collections and of existing language resources prevents the building of a vision of future developments shared by private and public parties. Such a shared vision could reduce uncertainties, increase private sector investments and speed up concrete initiatives.

Objectives

The main objective is to contribute to an understanding of the opportunities, changes and trends in the digital content industries based on the collection of market data, statistical information wherever this exists, benchmarking and strategic studies. They shall identify the current situation and indicate a way forward for market and policy actions aimed at fulfilling the programme objective of providing access for all to the Internet by increasing the availability of European multilingual content.

Focus

The focus of the market observation will be to define and collect data to gather a strategic outlook on developments in areas relating to the exploitation of public sector information and for content localisation.

Actions

One or more dedicated actions will be launched to support the market for cross-border exploitation of public sector information and for the linguistic and cultural localisation of digital content products. Benchmarking and statistical methodologies may be used to realise the actions proposed in the list below:

- a baseline measurement (*zero-measurement*) of the use of public sector information throughout Europe in order to subsequently measure the impact of the proposed directive for the re-use and commercial exploitation of public sector documents. Case studies, difference in usage between countries, business models applied can be examples of applications. This zero-measurement will be the basis for a second measurement after a few years.

- an action aiming at establishing directories of main public sector data collections covering all Member States and the Candidate Countries.

- an action aiming at establishing directories of language resources covering Member States and Candidate Countries.

– a study benchmarking the use and economic models of PSI between the EU Member States in specific sectors, with a view of comparing the situation with the US.

– a study on the evolution, current state and prospects of the market for linguistic and cultural localisation of content, resulting in a description and a better understanding of the new business models and structures as well as the implications of the more severe business climate of the post new-economy era.

Action types

These actions will in principle be covered by a tender procedure (service contract, 100% financed by the Commission). They may also be considered to be opened as part of this action in the form of accompanying measures.

Call Identifier: AL 3.2 - AM

3.3. Subline 3.3: Management of rights for digital content

Background

Licensing agreements are the basis for creating products mixing text, images and sound and products that aggregate content from different sources. The effectiveness and efficiency of the multimedia rights clearance have a strong and direct impact on the functioning of the content industries in the digital world. Continued attention is needed to arrive at a consistent rights clearance approach taking account of the current European legal framework and its further development. The clearance function is expected to remain a fundamental element in a quickly evolving environment of changing business, legal, enforcement, financial and informational models supporting this fundamental function.

There has been little attention to the consumer side of managing rights. Questions remain open as to the level of consumer acceptability of rights management solutions. Interface and functionality of systems, as well as policy issues linked to privacy and access to information should be the investigated. The consumer question also involves the easiness of access, the legitimate use of content and business models and the easiness of access for disabled persons.

Objective

Stimulate an environment for the acceptance of right clearance solutions for digital content, with a special attention given to material originating from the public sector.

Action

Actions aiming at creating a dialogue between content creators, collecting societies, content industry players and consumer organisations. Identification of emerging business models and pricing schemes.

Action type and timing

Proposals for **accompanying measures** to provide insight in the rights management issues can be submitted under the fixed deadline call of December 2002.

Call Identifier: AL 3.3 - AM

3.4. Subline 3.4: Dissemination of results

Background

The results of the projects and other activities co-financed by the *e*Content programme should be widely spread to give them an effect beyond the direct impact on the project partners. Therefore, towards the end of the programme, an active dissemination of the results is necessary.

Objectives

To make the results of the *e*Content programme known to and usable by all interested parties in the digital content and language industries and the public sector.

Action

The Commission will itself actively disseminate the results of the programme via dedicated publications and its multilingual web sites. It will support participation of projects to major conferences and exhibitions (e.g. Milia, Frankfurt Book Fair, London Online etc).

The continued support of industry-led web site dedicated to players, issues, developments and trends related to the *e*Content target groups could be an important factor in the dissemination. The web site should be further implemented with a view of serving the target population of *e*Content, ranging from public administrations to Internet start-ups.

Action type and timing

Proposals for an **accompanying measure** to disseminate the *e*Content results through an industry-led website can be submitted under the fixed deadline call of December 2002.

Call Identifier: AL 3.4 - AM

4. YEARS 2003 – 2004 IMPLEMENTATION ROADMAP

The table below gives an indication of the schedule of the calls for proposals for the period covered by the present workprogramme.

Indicative publication date[12]	Indicative closing date	Open AL lines	Type of Call	Evaluation results to proposers	Indicative EU Budget (MEURO)
16/12/2002	21/03/2003	AL 1.2 – DM AL 2.1 – DM AL 3.1 – AM AL 3.3 – AM AL 3.4 – AM	Fixed deadline. Demonstration projects, Accompanying Measures	June 2003	26.0
16/12/2002	28/05/2004	AL 1.1 – FP AL 1.2 – FP AL 2.1 – FP AL 2.2 – FP	Continuous submission. Feasibility projects	May 2003, then every four months	4.0
15/12/2003	26/03/2004	AL 1.1 – DM AL 2.2 – DM	Fixed deadline. Demonstration projects, Accompanying Measures	June 2004	21.5

Additional project types may be open for the call for proposals scheduled in December 2003.

[12] **Important: the actual closing dates of the calls are indicated on the notice published on the Official Journal. Dates mentioned in this workprogramme are indicative only.**

5. RELATIONS WITH OTHER COMMUNITY PROGRAMMES

***e*EUROPE2005**	The *e*Content programme is part of the *e*Europe action-plan that was endorsed by the European Council in Feira. The importance of digital content was stressed by the Lisbon European Council that concluded that: "Content industries create added value by exploiting and networking European cultural diversity", and that "Member States and the Commission should ensure the availability of content for high speed networks". The follow-up action eEurope 2005[13] encompasses the production of European quality content by promoting online public services and dynamic business environment through wide spread and secure broadband access. *e*Content particularly support the broadband and mobile access to a different range of services. http://europa.eu.int/information_society/eeurope
6th FP for research and development	The Information Society Technologies (IST) Programme of the 6th Framework Programme for research and technological development aims at strengthening Europe's competitiveness & technology base as well as building the information and knowledge society for all. Contrary to research activities *e*Content is market-oriented. It concentrates on the use of both existing and emerging - but commercially available – technologies to close the gap between research and market. The IST programme stimulates the required research for providing an information structure of the future while *e*Content is concerned with digital content production of the public sector and its exploitation and the promotion of the linguistic diversity in the Information Society.*E*Content builds on the results of the IST programme and successor programmes as they emerge. http://www.cordis.lu/ist/fp6/fp6.htm
IDA	Interchange of data between Administrations (IDA) is a programme supporting the realisation of Community Policies through the use of the Trans-European Telematics Networks. It is based on projects of common interest in the different sectors such as health, social policy, agriculture, fishing, the internal market and the consumer protection. *e*Content is content and language oriented and mainly targets private sector companies or aims at stimulating public-private partnerships, with a view to commercially exploiting the untapped potential of public sector information. http://europa.eu.int/ISPO/ida http://europa.eu.int/public-services

[13] Adopted 28 May 2002

MEDIA PLUS	MEDIA PLUS addresses the specific needs of the audiovisual segment (television, video, radio, audio and cinema) of the content industry. *e*Content will contribute to the establishment of a comprehensive European digital content policy in complement to the measures for the audiovisual sector. Both programmes address different content segments, and propose actions adapted to each segment's specific needs. http://europa.eu.int/comm/avpolicy/media/index_en.html
INNOVATION AND SMEs	Innovation is a key factor in industrial competitiveness, sustainable economic and social development and job creation. SME 2001-2005 programme[14] addresses small and medium-sized enterprises (SMEs) as important innovation vectors and players. *e*Content addresses the digital content and language industries which are, apart from a limited number of international and global players, composed of mainly SMEs and Internet related start-up companies. The *e*Content programme aims at stimulating these companies and their customers. In short, the innovation and SME programme and *e*Content are fully complementary in improving the competitiveness of SMEs for the new economy. http://europa.eu.int/comm/enterprise/enterprise_policy/mult_entr_programme/programme_2001_2005.htm
ENTERPRISE POLICY	Enterprise policy needs to address the entire business environment to enable enterprises, whatever their size, their legal form, sector or location, to grow and develop in a way that is compatible with the overall EU goal of sustainable development. In Enterprise Europe, anyone with a commercially feasible idea should be able to realise it in the best business conditions, with access to the best research and technology, and then deliver it, by the best possible means, to the appropriate market. *e*Content and its digital content and language industries will be driving one of the emerging champions, namely e-Commerce. http://europa.eu.int/comm/enterprise/policy_en.htm
***e*TEN**	The predecessors of the *e*TEN have promoted the launch of trans-European and global telecommunications applications and services. It was launched in June 1997 by a European Parliament and Council Decision, and was revised in July 2002 for the period 2002-2006. The programme funds the validation and the initial phases in the roll-out of an operational service with focus on eGovenrment, eAdministration, health, disabled and elderly as well as learning and culture. The thematic focus of *e*Content, addressing market barriers limiting the exploitation of public sector information, linguistic customisation and two specific market-enablers (access to capital and Multimedia rights clearance) clearly sets it apart from *e*TEN. The mechanisms used are also different: *e*Content is moving away from the classical project support for straightforward market development (addressing structural issues with an importance for

[14] OJ L 333 29.12.2000 p. 84

	the market and society as a whole). www.ten-telecom.org
CULTURE 2000	Culture 2000 promotes cultural dialogue, creativity and the transnational distribution of culture. This programme puts emphasis on non-commercial aspects whereas the *e*Content centres on the business community and the access and use of public sector information and the promotion of the linguistic diversity in the Information Society. http://europa.eu.int/comm/dgs/education_culture/index_en.htm
LEONARDO DA VINCI	This programme actively supports lifelong training policies conducted by Member States. It supports innovative transnational initiatives for promoting the knowledge, aptitudes and skills necessary for successful integration into working life and the full exercise of citizenship, and affords scope for links with other Community initiatives – particularly the Socrates and Youth programmes. The programme has been assigned three specific objectives: – improving the skills and competences of people, especially young people, in initial vocational training; – improving the quality of, and access, to continuing vocational training and the lifelong acquisition of skills and competences; and – reinforcing the contribution of vocational training to the process of innovation in business. The programme contains five main transnational measures, with provision for joint actions and accompanying measures; *Mobility, Pilot projects, Language competences, Transnational networks, Reference material, Joint actions, Accompanying measures.* http://europa.eu.int/scadplus/leg/en/cha/c11025.htm
SOCRATES	The Socrates programme is Europe's education programme. Its main objective is to build up a Europe of knowledge and thus provide a better response to the major challenges of this new century: to promote lifelong learning, encourage access to education for everybody, and help people acquire recognised qualifications and skills. Socrates seeks topromote language learning, and to encourage mobility and innovation. The programme contains eight actions: *Comenius (School education), Erasmus (Higher education), Grundtvig (Adult education /other educational pathways), Lingua (Language teaching and learning), Minerva (Open and distance learning, information and communication technologies in education), Arion, Eurydice, NARIC (Observation and innovation), Joint actions and Accompanying measures.* http://europa.eu.int/scadplus/leg/en/cha/c11043.htm

eLearning	The eLearning initiative of the European Commission seeks to mobilise the educational and cultural communities, as well as the economic and social players in Europe, in order to speed up changes in the education and training systems for Europe's move to a knowledge-based society. The proposed eLearning programme focuses on three priorities : 1) fighting the digital divide; 2) Integration of the virtual dimension in mobility for Universities and Higher Education Institutions; 3) School twinning via the Internet. – eLearning - Designing tomorrow's education: http://europa.eu.int/scadplus/leg/en/cha/c11046.htm – Lifelong Learning: http://europa.eu.int/scadplus/leg/en/cha/c11047.htm

5.1. Additional links to useful background documents about education, training, linguistic diversity, language learning and teaching are listed below

A) <u>The concrete future objectives of the education and training systems</u>

– Summary presentation: http://europa.eu.int/scadplus/leg/en/cha/c11049.htm

– Commission Report of 31.01.2001 on the concrete future objectives of education systems: http://europa.eu.int/comm/education/keydoc.html (*COM 59, 31/01/2001*).

– Council conclusions of 13 July 2001 on the follow-up of the report on concrete future objectives of education and training systems (*2001/C 204/03*) : http://europa.eu.int/comm/education/legis_en.html

– Detailed work programme on the follow-up of the objectives of education and training systems in Europe (20.02.2002, in English): http://db.consilium.eu.int/pressData/en/misc/69810.pdf

B) <u>Action Plan on linguistic diversity and language learning</u>

Council resolution of 14 February 2002 on the promotion of linguistic diversity and language learning in the framework of the implementation of the objectives of the European Year of Languages 2001 (*OJ C 50 of 23.02.2002*) can be found at http://europa.eu.int/comm/education/legis_en.htmltogether with other recently approved legislative documents relevant to the field of languages.

C) <u>Website of DG Education and Culture on 'Europa':</u>

Languages section of the website of DG Education and Culture on 'Europa' : http://europa.eu.int/comm/education/languages_en.html

D) See also

– **Barcelona European Council** - 15 and 16 March 2002 - Presidency Conclusions: http://europa.eu.int/council/off/conclu/ (*esp* points 43, 44, 45)

– **Eurobarometer** Special Survey 54 on language teaching: http://europa.eu.int/comm/public_opinion/archives/eb/ebs_147_fr.pdf

Summary in English:

http://europa.eu.int/comm/public_opinion/archives/eb/ebs_147_summ_en.pdf

(10) The Council has underlined, in its conclusions adopted on 17 December 1999 [1] on culture industries and employment in Europe, that progress in communication technology and the information society has substantially increased the number of distribution channels, which has boosted demand for new programme content.

(11) On 23 and 24 March 2000 the European Council in Lisbon specifically recognised the role of the content industries in creating added value by exploiting and networking European cultural diversity.

(12) Community actions undertaken concerning the content of information should respect the Union's multilingual and multicultural character and encourage initiatives that facilitate access to digital information in the languages of present and candidate countries.

(13) The interim evaluations of the INFO2000 programme established by Council Decision 96/339/EC [2] and the multilingual information society initiative (MLIS) established by Council Decision 96/664/EC [3] call for a vigorous follow-up of the actions in the area of digital content and linguistic and cultural diversity.

(14) Measures should be taken encouraging participation of small and medium-sized enterprises (SMEs) in information society developments.

(15) The different rates of development on the provision and use of information services as well as of new communication techniques and the related content in the present Member States and in the candidate countries deserve special consideration, having regard to the internal cohesion of the Community and the risks associated with a two-tier information society. The presence of content in different languages promotes equality of access for citizens to the information society and reduces discrimination.

(16) The Commission has published in January 1999 a Green Paper on public sector information in the information society, launching a European debate on this topic.

(17) Access to information originating in the public sector must respect the particular obligations of those authorities and the need to protect the confidentiality of personal data as provided for in Directive 95/46/EC of the European Parliament and of the Council [4].

(18) The use of public sector information should respect provisions set by Member States on property rights of digitised material.

(19) The removal of barriers to access to public sector information should be encouraged, *inter alia*, by encouraging the exchanges of best practices.

(20) Since the objectives of the proposed actions cannot be sufficiently achieved by the Member States due to the transnational character of the issues at stake and can, therefore, by reason of the European scope and effects of the actions be better achieved at Community level, the Community may adopt measures, in accordance with the principle of subsidiarity as set out in Article 5 of the Treaty. In accordance with the principle of proportionality, as set out in that Article, this Decision does not go beyond what is necessary in order to achieve those objectives.

(21) Any content policy action should be complementary to other ongoing Community initiatives, and be performed in synergy with actions under the fifth framework programme for research and development, the framework programme for culture, the media programmes, with Community education actions, SME actions, with the Structural Funds, with the eEurope action plan and the risk capital action plan.

(22) Complementarity and synergy with related Community initiatives and programmes should be ensured by the Commission through appropriate coordination mechanisms.

(23) Progress of this programme should be continuously and systematically monitored with a view to adapting it, where appropriate, to developments in the digital content market. In due course there should be an independent assessment of the progress of the programme so as to provide the background information needed in order to determine the objectives for subsequent content policy actions. This interim assessment report should be submitted in time to allow corrective actions in the second phase of the programme. At the end of this programme, there should be a final assessment of the results obtained and a report to the European Parliament as to the future content policy and success/impact of this programme in achieving the objectives set out in this Decision.

(24) It may be appropriate to engage in international cooperation activities with international organisations and third countries for the purpose of implementing this programme.

(25) A financial reference amount, within the meaning of point 34 of the Interinstitutional Agreement of 6 May 1999 between the European Parliament, the Council and the Commission [5], is included in this Decision for the entire duration of the programme, without thereby affecting the powers of the budgetary authority as they are defined by the Treaty.

[1] OJ C 8, 12.1.2000, p. 10.
[2] OJ L 129, 30.5.1996, p. 24.
[3] OJ L 306, 28.11.1996, p. 40.
[4] OJ L 281, 23.11.1995, p. 31.
[5] OJ C 172, 18.6.1999, p. 1.

(26) The measures necessary for the implementation of this Decision should be adopted in accordance with Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission [1],

HAS ADOPTED THIS DECISION:

Article 1

A multiannual programme 'European digital content for the global networks' (hereinafter referred to as 'eContent') is hereby adopted.

The programme has the following objectives:

(a) helping to stimulate the use of and access for all to the Internet by increasing the availability of European digital content on the global networks to support the professional, social and cultural development of the citizens of the European Union and facilitating the economic and social integration of nationals of the applicant countries into the information society;

(b) stimulating access to and use of European digital content potential and especially promoting more effective use of information held by the public sector;

(c) promoting cultural diversity and multilingualism, especially in the languages of the European Union, in digital content on the global networks and increasing the export opportunities of European content firms, and in particular SMEs, through cultural and linguistic customisation;

(d) creating favourable conditions for the reduction of market fragmentation and for the marketing, distribution and use of European digital content on the global networks to stimulate economic activity and enhance employment prospects.

Article 2

In order to attain the objectives referred to in Article 1, the following actions shall be undertaken under the guidance of the Commission, in accordance with the action lines set out in Annex I and the means for implementing the programme set out in Annex III:

(a) improving access to and expanding use of public sector information;

(b) enhancing content production in a multilingual and multicultural environment;

(c) increasing dynamism of the digital content market.

Article 3

1. The programme shall cover a period of four years from the date of its publication in the *Official Journal of the European Communities*.

2. The financial reference amount for the implementation of the programme for the period mentioned in paragraph 1 shall be EUR 100 million.

The annual appropriations shall be authorised by the budgetary authority within the limits of the financial perspective.

An indicative breakdown of expenditure is given in Annex II.

Article 4

1. The Commission shall be responsible for the implementation of the programme and its coordination with other Community programmes. The Commission shall draw up a work programme every two years on the basis of this Decision.

2. In the implementation of the programme, the Commission shall, in close cooperation with the Member States, ensure general consistency and complementarity with other relevant Community policies, programmes and actions that impinge upon the development and use of European digital content and the promotion of linguistic diversity in the information society.

3. The Commission shall act in accordance with the procedure referred to in Article 5(2) for the purposes of the following:

(a) adoption of the work programme;

(b) determination of the criteria and content of calls for the proposals, in line with the objectives outlined in Article 1;

(c) assessment of the projects proposed under calls for proposals for Community funding of an estimated amount of Community contribution equal to, or more than EUR 700 000;

(d) any departure from the rules set out in Annex III;

(e) acceptance of participation in any project by legal entities from third countries and international organisations other than those mentioned in Article 7(1) and (2).

4. Where the amount of the projects referred to in point 3(c) is less than EUR 700 000, the Commission shall merely inform the committee established by Article 5(1) of the projects and the outcome of their assessment. This threshold can be reviewed in the light of experience at the end of two years from the date of publication of this Decision.

The Commission shall inform the committee of progress with the implementation of the programme as a whole on at least a half yearly basis.

Article 5

1. The Commission shall be assisted by a committee.

2. Where reference is made to this point, Articles 4 and 7 of Decision 1999/468/EC shall apply.

The period laid down in Article 4(3) of Decision 1999/468/EC shall be set at three months.

[1] OJ L 184, 17.7.1999, p. 23.

Article 6

1. In order to ensure that Community aid is used efficiently, the Commission shall ensure that actions under this Decision are subject to effective prior appraisal, follow-up and subsequent evaluation.

2. During implementation of projects and after their completion the Commission shall evaluate the manner in which they have been carried out and the impact of their implementation in order to assess whether the original objectives have been achieved.

3. The selected beneficiaries shall submit an annual report to the Commission.

4. After two years from the date of publication of this Decision and at the end of the programme, the Commission shall submit to the European Parliament, the Council, the Economic and Social Committee and the Committee of the Regions an evaluation report on the results obtained in implementing the action lines referred to in Article 2. The Commission may submit, on the basis of those results, proposals for adjusting the orientation of the programme.

Article 7

1. Participation in the programme may be opened to legal entities established in EFTA States which are members of the European Economic Area (EEA) in accordance with the provisions of the Agreement on the EEA.

2. The programme shall be open to participation of applicant countries on the following basis:

(a) those from central and eastern Europe (CEECs), in accordance with the conditions established in the Europe Agreements, in their additional protocols, and in the decisions of the respective Association Councils;

(b) Cyprus, Malta and Turkey, in accordance with bilateral agreements to be concluded.

3. Participation may be opened, in accordance with the procedure referred to in Article 5(2), without financial support by the Community from the programme, to legal entities established in third countries and to international organisations, where such participation contributes effectively to the implementation of the programme and taking into account the principle of mutual benefit.

Article 8

This Decision is addressed to the Member States.

Done at Brussels, 22 December 2000.

For the Council

The President

C. PIERRET

1.4 Guide for proposers (including submission forms)

European Commission

Directorate General Information Society

Interfaces, knowledge and content technologies applications. Information Market

GUIDE FOR PROPOSERS

CALL III

EUROPEAN DIGITAL CONTENT
FOR THE GLOBAL NETWORKS

http://www.cordis.lu/eContent

Foreword

The Guide

The Guide for Proposers is part of the information necessary to make a **project proposal** under the *e*Content Programme. It provides the necessary guidance on how to submit a proposal or an application and the forms necessary. It is divided into two sections with an appendix referring only to section II.

Section I describes the objectives, strategy, structure and content of the programme.

Section II describes the conditions for participation in activities within the programme, the proposal preparation and the process whereby the Commission selects from the proposals submitted.

Appendix 1 outlines the **proposal** content and structure:

Part A: the proposal submission forms

Part B: the nature of the work, the role of the participants and the contribution to Programme and broader Community objectives

Part C: the acknowledgement of receipt

Additional Information

The additional documents you will need to prepare a **proposal** are:

1. The **Council Decision** which sets the objectives of the Programme and highlights action lines.
2. The **Work Programme** for the years 2003 – 2004 which provides the description of the content of the action lines and an indicative timetable for programme implementation, the "*roadmap*".
3. The **Call for Proposals** as published in the Official Journal of the European Communities, which tells you which action lines are open under a given call and what the deadline for the proposal submission is.
4. Possible **Call-specific Background Notes** as published on the website.
5. The Guidelines for evaluators.
6. The **Model Contract**, especially the **General Conditions**.

All the above documents are downloadable from the eContent website at http://www.cordis.lu/econtent/ or can be obtained from the *e*Content Information Desk:

European Commission
Directorate-General Information Society
*e*Content Information Desk
Office EUFO 1181
L-2920 Luxembourg
Fax: +352-4301-34959
E-mail: econtent@cec.eu.int
URL: http://www.cordis.lu/econtent

This Guide for Proposers does not supersede the rules and conditions laid out in the Council Decision establishing the Programme and the associated Calls for proposals.

Table of Contents

I. THE *e*CONTENT PROGRAMME 5

I.1. OBJECTIVES 5
I.2. STRATEGY 5
I.3. STRUCTURE AND CONTENTS 6
I.3.1. Action lines 6
I.3.2. Types of actions supported 6
I.3.3. Community contribution 7
I.3.4. Types of calls 7
I.3.5. Participants 8
I.3.6. Number of participants 8
I.3.7. Summary 9
I.4. SYNERGIES WITHIN THE PROGRAMME 9

II. PARTICIPATION IN ACTIVITIES OF THE *E*CONTENT PROGRAMME 10

II.1. PROPOSAL PREPARATION 10
II.1.1. Introduction 10
II.1.2. Optional pre-proposal check 10
II.2. SUBMISSION OF PROPOSALS AND APPLICATIONS 10
II.2.1. Language 10
II.2.2. Proposal structure 10
II.2.3. Participant agreement for projects 12
II.2.4. Number of copies for projects 12
II.2.5. Packaging and delivery 12
II.2.6. Acknowledgement of receipt 12
II.2.7. Submission deadline 13
II.2.8. Check list for projects 13
II.3. EVALUATION OF PROPOSALS AND APPLICATIONS 14
II.3.1. General principles 14
II.3.2. Eligibility checks 14
II.3.3. Selection criteria 14
II.3.4. Award criteria 15
II.3.5. Weighting of award criteria for project proposals applications 16
II.3.6. Identification of project proposals to be retained 16
II.4. SELECTION OF PROPOSALS AND APPLICATIONS 16
II.4.1. Financial viability of proposal participants 16
II.4.2. Collective responsibility of the participants 17
II.4.3. Negotiation of proposals 17
II.4.4. Selection process overview 18
II.5. THE CONTRACT 18
II.5.1. Contract 18
II.5.2. The subject of the contract 18
II.5.3. Rights and obligations of participants 18
II.5.4. Consortium agreement 19
II.5.5. The co-ordination of the project 19
II.5.6. Subcontractors 20
II.6. PROPOSAL FOLLOW-UP 20
II.7. FINANCIAL CONTRIBUTION OF THE COMMUNITY 20
II.7.1. Incurred eligible project costs 20
II.7.2. Calculation methods applicable to project participants 21
II.7.3. Payment of the contribution 22
II.8. ASSISTANCE AVAILABLE TO PROPOSERS AND APPLICANTS 22
II.8.1. Information days 22
II.8.2. eContent Information Desk 22
II.8.3. The Intellectual Property Rights Helpdesk 23
II.9. SOME RECOMMENDATIONS 24

I. The *e*Content Programme

I.1. Objectives

The Council Decision of 22 December 2000 establishing a multi-annual Community programme to stimulate the development and use of European digital content on the global networks and to promote linguistic diversity in the information society[1], defines the Community objectives addressed by the *e*Content Programme for the period 2001-2005:

- Helping to stimulate the use of and access for all to the Internet by increasing the availability of European digital content on the global networks to support the professional, social and cultural development of the citizens of the European Union, and facilitating the economic and social integration of nationals of the applicant countries into the information society;

- Stimulating access to and use of European digital content and especially promoting more effective use of information held by the public sector;

- Promoting cultural diversity and multilingualism, especially in the languages of the European union, in digital content on the global networks, and increasing the export opportunities of European content firms, and in particular SMEs, through cultural and linguistic customisation;

- Creating favourable conditions for the reduction of market fragmentation and for the marketing, distribution and use of European digital content on the global networks to stimulate economic activity and enhance employment prospects.

Consequently, the *e*Content programme aims at supporting the production, distribution and use of "European digital content on the global networks" (henceforth *e-content*). It intends to reach its goal by supporting the growth of a healthy and competitive EU digital content industry fit to exploit the opportunities created by new technologies. *e*Content is part of the *e*Europe 2002 and *e*Europe 2005 action plans.

I.2. Strategy

The *e*Content programme is centred around the need of European businesses and citizens to access and use high-quality e-content suited to their needs. This is a sizeable task requiring European content industries to be able to compete globally, stimulating economic growth and contributing to employment creation while safeguarding a balanced social and cultural development of EU citizens. In addition, *e*Content sets for itself the goal of easing the process of economic and social integration of the candidate countries into Europe's Information Society.

Thus, *e*Content is an integral part of the overall strategy of the European Union for the Information Society and contributes amongst other things to:

- increasing <u>European added-value</u> as the development and widespread use of digital content across Europe is important in a number of ways; for example to reach a critical mass in terms of skills; to establish the consensus necessary for standardisation; or to assist with issues such as interoperability and reusability;

[1] OJ L 14, 18.1.2001, p. 32

- enhancing European competitiveness as the availability and increased use of digital content support a rapidly increasing range of products and processes throughout the economy which becomes more and more dependent on global networks. To be competitive in the global marketplace, Europe needs to both supply and use such resources;

- supporting cultural diversity and multilinguality as digital content in different languages and reflecting different cultures promotes equality of access for European citizens and mutual understanding across European borders while enhancing Europe's multilingual and multicultural presence on the global networks;

- meeting socio-economic needs as work will target the benefits that available digital content and technologies offer in a broad range of industrial and societal activities, from more competitive methods of working and doing business to higher-quality and lower-cost general interest services or new forms of leisure and entertainment.

I.3. Structure and contents

I.3.1. Action lines

The *e*Content Programme encompasses three inter-related action lines addressing the following priorities:

Action Line 1: Improving access to and use of public sector information

Subline 1.1: Cross-border information services based on public sector information

Subline 1.2: Establishment of European digital data collections

Action Line 2: Enhancing content production in a multilingual and multicultural environment

Subline 2.1: Partnerships for multilingual and multicultural content

Subline 2.2: Strengthening the linguistic infrastructure

Action Line 3: Increasing dynamism in the digital content market

Subline 3.1: Exchange of good practices

Subline 3.2: Strategic outlook of the content market

Subline 3.3: Management of rights for digital content

Subline 3.4: Dissemination of results

Details on the above action lines and related sub-lines are provided in the Work Programme 2003 – 2004. The workprogramme is downloadable from the eContent web site.

I.3.2. Types of actions supported

I.3.2.1. Cost shared Projects

Demonstration Projects – full scale, end-to-end projects designed to prove the viability of innovative ideas for e-content products and services offering potential economic advantage for industry and public-sector bodies by increasing efficiency, quality, access etc. Projects, which must span all relevant stages from market research and product and/or service design through to field validation and exploitation plans, should be based on state-of-the-art approaches, methods and processes; they should use mainstream technical platforms and commercially available

technologies, and be geared towards business and socio-economic – as opposed to purely technical – innovation. Results should be scalable and replicable; they should be produced through an iterative development and testing process. Proposals should ensure user involvement and be geared towards definite exploitation plans.

Feasibility projects are small scale projects lasting six to nine months designed to provide a framework for early experimentation and appraisal of new ideas. These projects are expected to result in a concrete project ready for further development and implementation with a defined partnership and revenue model at the end of the feasibility phase. By their nature they are expected to ease the participation of small size businesses, especially from Candidate Countries that have not previously participated in the first phase of the programme. Feasibility projects are not supposed to lead to the presentation of demonstration projects at later time.

I.3.2.2. Accompanying measures

Accompanying measures are actions contributing to the implementation of the Programme as a whole. They seek to prepare for or to support other actions within the Programme by promoting ideas, exchanging experiences, disseminating findings etc. in order to provide added value for a potentially much broader cross-section of industry and society. Accompanying measures typically cover best practices, guidelines and standards facilitating industry's access to and (re)use of methods, processes, resources and technologies; awareness and dissemination activities geared towards specific audiences outside the Programme or addressing the eContent participants, with a view to promoting and stimulating a rapid take-up of ideas and results; measures in support of SMEs and new players (e.g. start-ups); consensus and community building actions aiming at improving the exchange of information and forging of new alliances, etc.

I.3.3. Community contribution

The Community will contribute financially to the activities carried out under the Programme, normally up to 50% of the total eligible cost, up to a maximum of € 2.5 million in the case of **demonstration projects**, respectively up to € 200,000 in the case of **feasibility projects.**

For **accompanying measures** the Community contribution may be and up to 100% for selected activities (cost categories) within the project subject to a maximum of € 1 million. Accompanying measures would need to be cofinanced by the contractors, who would need to demonstrate in the proposal their contribution to the project. The Commission could finance up to 100% certain types of costs or fund at 100% a limited number of actions of a larger project.

Studies and service contracts, which are subject to calls for tenders, will be fully funded.

I.3.4. Types of calls

Most activities within the Programme will employ the mechanism of periodic calls, in which proposals will be invited for submission within a defined timeframe, **"fixed deadline proposals"**. This type of call applies to demonstration projects and accompanying measures.

Certain activities within the Work Programme will, however, be subject to a **continuous submission scheme**. Proposals and applications will be evaluated in batches at intervals that will depend on the number of submissions received, but which will not exceed four months. This type of call applies to feasibility projects.

I.3.5. Participants

The Programme is open to all legal entities established in the Member States of the European Union, in the EFTA states which are members of the European Economic Area (EEA), i.e. Iceland, Liechtenstein and Norway, and in the following candidate countries: Estonia, Hungary, Latvia, Malta, Poland, e.g. industrial and commercial firms including SMEs, universities and higher-education establishments, associations and public sector bodies, etc.

Community funding will become available to entities established in the candidate countries, i.e. Bulgaria, Republic of Cyprus, Czech Republic, Lithuania, Romania, Slovakia, Slovenia and Turkey, when the appropriate protocols or agreements are signed for their participation in *e*Content. For latest information on entry into force of any agreements with candidate countries allowing for Community contributions to legal entities from these countries, please consult the *e*Content website or contact the *e*Content Information Desk (see II.8.2).

Participation without Community funding is open to legal entities established in third countries and to international organisations, where such participation contributes effectively to the implementation of the programme and is of mutual benefit to the European Union as well as the country where the legal entity is established.

I.3.6. Number of participants

Proposals submitted in response to a Call should exhibit a genuine European dimension. As a general rule, this means that they should normally involve at least two legal entities, independent of each other and established in two different countries that participate in the programme (see I.3.5).

Participants involved in a project form a **consortium** which is not a de-jure but a temporary de-facto entity built upon a peer-to-peer relationship between participants from different countries. The consortium is established with a view to carrying out the project and consists of participants with complementary skills reflecting the main areas addressed by the project. A consortium should consist of participants independent of each other, i.e. not forming part of the same group. Based upon previous experience, successful consortia tend to involve at least three to four participants from two to three countries.

Participants in a proposal fall into a number of different legal categories, according to the participant' s role and function (seeII.5.3).

Demonstration and feasibility projects should build on multi-party, multi-nation partnerships. So should accompanying measures, although single-country or single-contractor actions are eligible too if the nature of the activities renders a single-party solution more effective, as might be the case in e.g. focused dissemination activities, information exchange or fact finding activities.

I.3.7. Summary

	Type of Action	Type of Call	Typical Duration	Typical no. of Partners	Typical EU Contribution
Cost-shared projects	Demonstration projects	Fixed deadline	Up to 30 months (typically 18-24)	3-8	Up to 2.5 MEURO 50% funding
	Feasibility projects	Continuous submission	Up to 12 months (typically 6 – 9)	2-4	Up to 200 KEURO 50% funding
Accompanying[2] measures	Best practice, guides and standards, SME measures, consensus and community building etc.	Fixed deadline	Up to 24 months (typically 18-24)	1-4	Up to 1 MEURO up to 100% funding
	Programme level awareness and dissemination		Up to 24 months	1-2	Up to 1 MEURO up to 100% funding
Studies and service contracts	Studies, surveys, project clustering and concertation, etc.	Call for tenders	Up to 18 months	1-2	100% funding

I.4. Synergies within the Programme

Clustering

Given the integrated nature of the Programme, **projects** are encouraged to work together, to pool and collectively build on their individual results whenever it makes sense to do so. Project clusters will be actively supported and encouraged in so far as they add value to the results of the Programme seen as a whole. Clusters may centre on a specific action line, but may also be cross-action line in nature. Dedicated accompanying measures may be established to ensure information exchanges and cross-fertilisation. Whilst remaining a voluntary activity, it is anticipated that projects will find it to be in their own interest – and so worthwhile – to actively contribute to the work of specific clusters.

[2] See section I.3.3

II. Participation in activities of the *e*Content Programme

II.1. Proposal preparation

II.1.1. Introduction

Calls for Proposals published in the Official Journal of the European Communities open certain action lines for project proposals, indicating what types of actions are expected. In addition to those with a fixed closing date, the Commission opens certain calls on a longer 'open' basis, with periodic evaluation of received project proposals. An indicative timetable for the calls, the "roadmap", is included in the Work Programme.

II.1.2. Optional pre-proposal check

Before developing a full proposal, prospective proposers may make use of the (optional) **pre-proposal check service** by submitting an outline description of the proposal of no more than three pages detailing the planned work, the proposed approach, the associated user and market dimensions, the expected duration and results, and the intended consortium. Pre-proposal should be sent by e-mail to infso-calls.econtent@cec.eu.int. The information provided will be treated in full confidence and neither the outcome of the pre-proposal check nor the fact that a pre-proposal check was requested will be communicated to the evaluators of the proposal.

The deadline for submission of pre-proposals is **four weeks** before the applicable deadline. Proposers will receive feedback on their pre-proposal as soon as possible and normally no later than one week after the request.

II.2. Submission of proposals and applications

II.2.1. Language

Project proposals may be submitted in any official language of the European Union. In order to facilitate assessment by independent evaluators, however, an English translation should preferably accompany any proposals written in another language.

II.2.2. Proposal structure

A proposal has two parts:

Part A provides legal and administrative information about the proposal and the proposers (e.g. proposal title and acronym, proposers' names and addresses) and a summary of the funding requested (total funding requested, breakdown by cost category, etc.). This information is essential for a proper evaluation and will help in the preparation of a contract if the proposal is successful.

Part B is a structured narrative description of the proposed work.It presents the objectives of the project, summarises its rationale and background, and describes the advances that it will make with regard to the state of the art, and its industrial or user context. Furthermore, part B describes the partners and their role, the European added value, its contribution to economic objectives and social policies, the work plan and management, etc.

The forms and lay-out instructions (Part A and B) are included in Appendix 1. Proposers are, however, strongly advised to download an electronic version of the Appendix from the *e*Content website.

It is of the utmost importance that the notes are studied carefully when the proposal is prepared. Parts of the information required in for instance the Part A forms might not be as straightforward as they seem, so for instance the legal name and the legal address of a participant must correspond exactly to the name and address occurring in e.g. national company registers for companies and in national laws/by-laws/statutes or the like for universities.

The proposal must be prepared and submitted to the Commission on paper following the format given and containing the details described. Proposals must be completed in full. Incomplete applications will be disregarded.

Additional supporting documentation.

In compliance with the new Community Financial Regulations, that will enter into force on 1 January 2003 the following information need to be joined to the proposal:

a. Applicants will have to provide a declaration that they are not in any of the situations described below:

   I. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters;

   II. They have been convicted of an offence concerning their professional conduct by a judgement which is not open for appeal;

   III. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

   IV. They have not fulfilled obligations relating of the payment of social security contributions or taxes;

   V. They are guilty of serious misrepresentation in supplying the information required by the authorising department.

b. The profit and loss account;

c. The balance sheet for the last financial year for which accounts have been closed;

   Evidence should be provided in the form of (a) certificate(s) issued by the competent authority of the Member State concerned or by a declaration signed by an authorised officer of the proposer which certifies that none of the above is the case.

   These evidences have to be provided for each partner of the consortium.

When preparing a proposal, proposers must indicate the proposal short title (acronym[3]) at the top of every page of part B and all annexes. Pages must be clearly numbered.

[3] The participants shall bear sole responsibility for assessing that the use of acronyms does not infringe existing trademarks, registered patents and other similar rights.

II.2.3. Participant agreement for projects

When submitting a project proposal on behalf of the consortium members, the co-ordinator must ensure that the project proposal submitted contains a signed A2 form[4] for all participants – contractors and members – who would contribute to the funding of a project.

II.2.4. Number of copies for projects

Proposals should be prepared and submitted with:

- five bound copies of Part A
- five bound copies of Part B
- one complete unbound original of all Parts with the signature of the co-ordinator on the A1 form and the signatures of the participants on A2 forms.
- one copy of the additional documentation (declarations, certificates as in section II.2.2).

II.2.5. Packaging and delivery

The proposal may be sent by *registered post*, *hand delivered* or sent by *courier service*.

A package should contain one proposal only. To facilitate handling by the Commission services the package should be double-wrapped and each wrapping marked as follows:

Outer package:

The address of the European Commission as specified in the Call notice:

European Commission
Directorate-General for the Information Society
The *e*Content Programme
Office EUFO 1181
L-2920 Luxembourg

Inner package:

"Not to be opened by the mail service: *e*Content Proposal"

The name and address of the sender

The action line of the Call to which the proposal relates

The call identifier as indicated in the Call notice.

Proposals submitted by fax, telex, or e-mail will **not** be accepted. Proposals submitted to the Commission remain the property of the Commission and will not be returned.

II.2.6. Acknowledgement of receipt

The package should also contain one completed *Acknowledgement of receipt* form (see Appendix 1, Part C). Once a proposal or application has been received and registered by the Commission, the acknowledgement of receipt will be despatched.

[4] In exceptional cases an unsigned A2 form will be accepted if accompanied by a letter of commitment signed by the contractor in question.

Proposers or applicants who do not receive an acknowledgement of receipt within three weeks after the submission should contact the *e*Content Information Desk. Proposers and applicants are reminded that it is their own responsibility to ensure the safe delivery of their proposal/application.

II.2.7. Submission deadline

Submission deadlines for proposals under the fixed deadline scheme are specified in the Call for proposals. Proposals and applications under the continuous submission scheme can be submitted at any time up to the date of closure of the scheme.

Please note that deadlines apply to **receipt by the Commission**.

No responsibility is taken for the late delivery of proposals.

II.2.8. Check list for projects

Experience shows that a number of general checks are useful before submitting a proposal:

Action	***Completed***
Is the Proposal signed by the Co-ordinator (Forms A1, A2, C and D)? – **Original signatures** are needed on one copy	
Is the Proposal signed by each Participating Organisation (Form A2)? – **Original signatures** are needed on one copy	
Are **all parts** of the Proposal complete? – Part A – Forms A1, A2 and A3 – Part B – Narrative description + Forms	
Declarations as of section II.2.2 (for each partner)	
The profit an loss account (for each partner)	
The balance sheet for the last financial year for which accounts have been closed (for each partner)	
Have you prepared **6 copies** of Part A and B for submission? (1 original plus 5 copies)	
Have you double wrapped the proposal package as described and marked the outer and inner envelopes correctly?	
Make sure that your proposal arrives at the Commission by the **date and time** and at the **address** given in the official Call notice	

II.3. Evaluation of proposals and applications

II.3.1. General principles

The evaluation of project proposals will be based on the fundamental principles of transparency and equality of treatment. The evaluation process and the description of the criteria by which submissions will be assessed are presented below. A manual is also published on the eContent web site detailing the whole process of evaluation.

Panels of independent external experts will be established to assess the technical quality of the proposals received covering a wide range of relevant skills, without any geographic or linguistic bias. All proposals and applications will be treated in strict confidence.

II.3.2. Eligibility checks

On receipt, all proposals and applications will be subject to an eligibility check, to ensure that they conform to the requirements of the Call, and to the submission procedure. Only proposals and applications meeting the requirements shall be subject to the evaluation process.

The following checks will be carried out:

I. Timely delivery. Project proposals called by a **fixed deadline** but not meeting the deadline specified in the call shall not be considered[5].

II. Proposal completeness. Parts A, B and C of the proposal must be present in all component parts.

III. Signatures. Proposals must carry signatures by all consortium partners.

IV. Certification material (for each partner participating in the proposal):

   a. Declaration of fulfilment of the eligibility criteria;

   b. The profit and loss account;

   c. The balance sheet for the last financial year for which accounts have been closed;

II.3.3. Selection criteria

Proposers must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must demonstrate the professional competencies and qualifications required to complete the proposed project.

Selection criteria are hence divided into two parts:

Financial and operational capacity to carry out the project

– Capacity to cofinance the proposed project as demonstrated by the company accounts;

– Capacity to allocate adequate human resources to carry out the project in question;

[5] Proposals and applications submitted under the **continuous submission scheme** shall be evaluated at intervals not exceeding four months and may be submitted at any time up to the date of closure of the scheme.

Professional competencies and qualifications

- Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).

II.3.4. Award criteria

Award criteria are grouped in four categories:

Quality, relevance, innovation and impact

- The quality of the proposed action and its relevance vis-à-vis the programme.
- The contribution of the action to achieving the objectives of the programme and the relevant action line(s) as set out in the call.
- The originality, degree of innovation and progress beyond the state of the art, taking into account the level of risk associated with the action.
- The expected impact of the proposed action and its viability beyond the phases of work sponsored by the European Union.

European added value and contribution to relevant policies

- The European dimension of the issue(s) addressed, and the extent to which the proposed action would contribute to tackling them at European level.
- The European added value of the consortium behind the proposal, including the need to reach an adequate critical mass in human and financial terms, and the combination of complementary expertise and resources available in different organisations.
- The contribution of the action to the implementation of relevant EU policies or to addressing problems connected with standardisation and regulatory matters, and the appropriateness of the action from an ethical point of view.

Contribution to economic development and social objectives

- The strategic impact of the proposed action and its potential to improve competitiveness and promote the development of digital content markets, including export potential.
- The potential contribution of the action to socio-economic growth, employment prospects and skills development.
- The contribution of the proposed action to improving the quality of life of European citizens and their access to high-quality information.

Partnership, resources and management

- The quality of the partnership and the involvement of other actors in the field where appropriate, including relevant experience of proposers.
- The business plan or the content reuse presented, sales strategies, the market size and possible commercial prospects where applicable.
- The adequacy of the chosen approach, methodology and work plan for achieving the objectives stated in the submission.

- The quality of the proposed management and working arrangements, in particular, the appropriateness, clarity, consistency, efficiency and completeness of the proposed approach and tasks, the scheduling arrangements and the associated co-ordination and reporting structures.

- The adequacy of the measures foreseen for monitoring progress and assessing intermediate and final results, including monitorable indicators of performance and impact.

II.3.5. Weighting of award criteria for project proposals applications

The respective weighting of the four categories of award criteria is published in the text of the Call for proposals.

II.3.6. Identification of project proposals to be retained

Independent experts will perform the technical evaluation in accordance with the selection and award criteria above. They will examine submissions individually, then meet as a panel to agree on the relative value and recommended ranking of submissions liable to be retained for Community funding. Should several expert panels be involved, a cross-panel review and ranking will follow.

Following the technical evaluation, and in accordance with the interests of the Community, the Commission will establish a list of proposals or applications in order of priority based upon an overall, strategic assessment. This list will take into account the budget available plus, where appropriate, a percentage of the call budget to allow for withdrawal of proposals/applications and/or savings to be made during contract negotiation.

II.4. Selection of proposals and applications

Co-ordinators of project proposals submitted under a fixed deadline Call will be notified in writing and receive a brief report on the outcome of the evaluation within six weeks of the closing date of the Call. Co-ordinators of proposals tentatively retained for negotiation will be notified within two months after the closing date of the Call, and be invited to undertake discussions with the Commission.

For project proposals submitted under the continuous scheme, co-ordinators may expect to be notified of the outcome of the technical evaluation within three weeks of the evaluation, which will take place no later than four months after the submission. The notification specifying whether or not the proposal has been retained for negotiation may be expected within two months of the evaluation.

This notification, however, does not commit the Commission to fund the action concerned, since this depends on the successful completion of the negotiations and the associated approval procedure within the Commission. Applicants should also note that the Commission may offer successful applicants a contribution lower than the amount requested, or may attach specific conditions to the award.

II.4.1. Financial viability of proposal participants

Further administrative and financial information might be required to assess the viability of the proposed project as the participants will have to demonstrate that they have all the human, financial and technical resources required for carrying out the project.

As a general rule, public sector bodies are considered to be financially viable. In all other cases (including e.g. companies, associations and non-governmental non-profit bodies), a participant

should demonstrate the capacity of cofinancing their share of the project.

The Commission will assess the financial viability of the participants and may seek to safeguard its interest by asking for a bank guarantee or other suitable measures.

II.4.2. Collective responsibility of the participants

The technical implementation of the project will be the collective responsibility of the participants. Each participant will also be liable for the use of the Community financial contribution in proportion to his share of the project up to a maximum of the total payments it has received.

Should a participant breach the contract and should the consortium not make good this breach, the Commission may, as a last resort and if all other approaches have been explored, hold the participants liable under the following conditions:

a. Independently of any action it may take against the defaulting participant, the Commission will require the remaining participants to implement the project.

b. Should the implementation be impossible or should the remaining participants refuse to comply with subparagraph (a), the Commission may terminate the contract and recover the Community financial contribution. When investigating the financial disadvantage, the Commission will take into account the work already undertaken and results obtained, thereby establishing the debt.

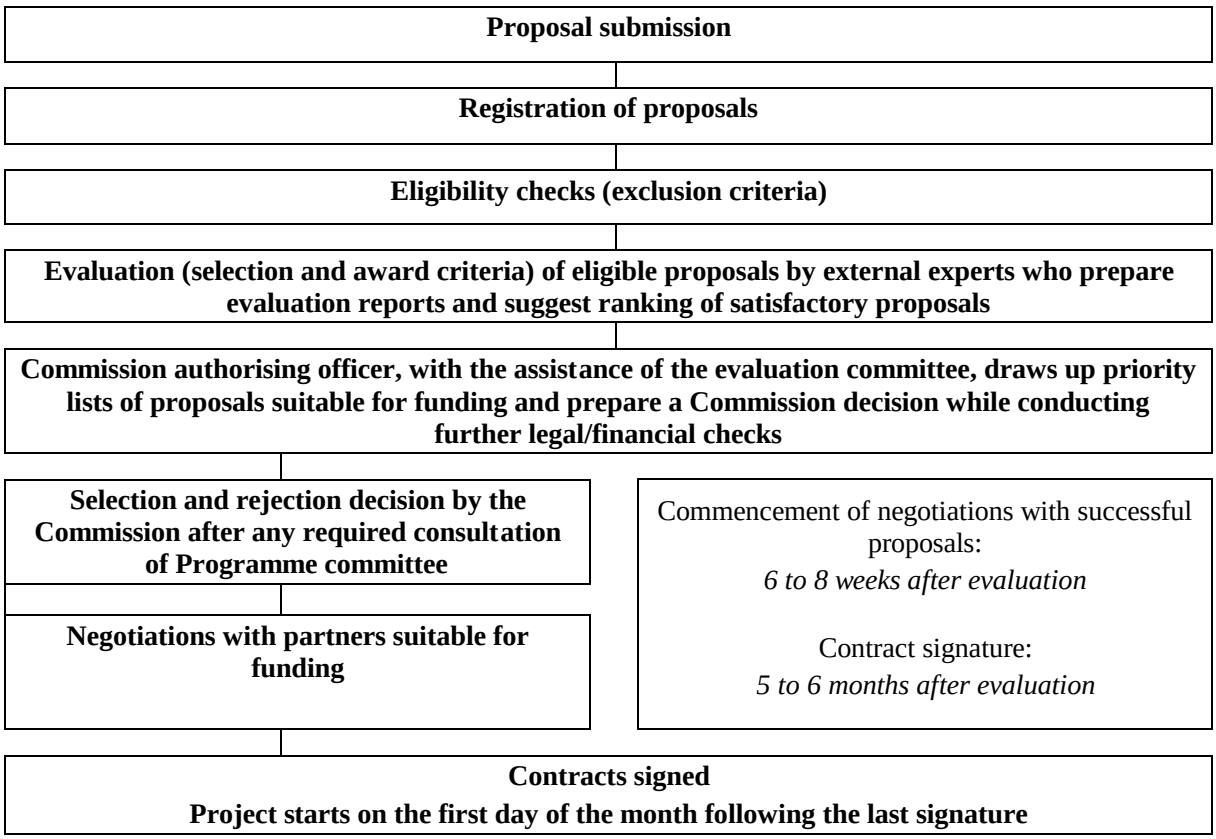
c. For that part of the debt established according to subparagraph (b) that is owed by the defaulting participant, the Commission will distribute it among the remaining participants on the basis of each participant's share of the expenses accepted and up to the amount of the Community financial contribution each participant is entitled to receive.

Where a participant is an international organisation, a public body or a legal entity whose participation in the project is guaranteed by a participating country, this participant is solely responsible for its own debt and will not be expected to bear the debt of any other participant.

II.4.3. Negotiation of proposals

The proposers of project proposals tentatively retained for funding will be invited to undertake a negotiation with the Commission services, which may propose modifications to the original proposal based on the result of the evaluation. On successful conclusion of these negotiations, the Commission will – after consulting the Programme committee – offer contracts for the commencement of work.

II.4.4. Selection process overview



II.5. The contract

Contracts are proposed by the Commission to consortia successful in the evaluation and selection procedure.

II.5.1. Contract

The model contract used for demonstration projects, feasibility projects and accompanying measures can be downloaded from the *e*Content website.

II.5.2. The subject of the contract

The main obligation of the participants is to carry out their action in a pre-arranged period in accordance with the conditions set out in the contract, and to make use of and/or disseminate its results.

II.5.3. Rights and obligations of participants

These may vary according to the nature of the action or the category of participant:

For demonstration projects, definition-phase projects and accompanying measures, a participant who has a wide-ranging role in the project throughout its lifetime is normally a **contractor**. A participant whose role is largely in support of one or several contractors in an accompanying measure and has concluded a membership agreement with a contractor is termed a **member**. The member category is consequently intended for participation in user groups, networks and the like in accompanying measures.

Contractors are distinguished from members in two main ways:

- all the contractors are collectively responsible to the Commission for the execution of the project and shall use reasonable endeavours to obtain the expected results;

- contractors have *per se* rights of access to the results of the project and any pre-existing know-how. Unless otherwise stipulated in the membership agreement, members have the same rights and obligations as the contractor.

Participants in an action may conclude between themselves any agreements necessary to the completion of the work, provided these do not infringe on their obligations as stated in the contract they sign with the Commission.

II.5.4. Consortium agreement

The conclusion of a consortium agreement will be mandatory for all projects. The need for a consortium agreement arises from the need to ensure exploitation fo the results of the projects by participants after the end of the phase financed by the Commission; for example with respect to the management of intellectual property and commercial exploitation. A consortium agreement may include:

- the internal organisation of the consortium, its governance structure, decision-making processes and management arrangements;

- arrangements for the distribution of the Community contribution among participants and among activities;

- provisions for the settlement of disputes within the partnership;

- specific arrangements concerning intellectual property rights to be applied among the participants and their affiliates, in compliance with the general arrangements stipulated in the contract;

- any other provision necessary to ensure a sound management of the project;

- an agreement describing how the results of the projects will be exploited.

The consortium agreement should be signed as early as possible and preferably no later than the date on which the contract with the Commission enters into force.

II.5.5. The co-ordination of the project

Within a consortium, participants shall designate one of the contractors to carry out the co-ordination function. This role may in exceptional cases be carried by two contractors, with one responsible for the technical co-ordination, and the other responsible for financial matters (e.g. if the technical co-ordinator is unable to receive Community funding due to his status or location, his uncertain financial standing, or because he is unable to distribute funds to participants in due time).

The co-ordinator is the liaison between the participants and the Commission, responsible e.g. for collecting, integrating and submitting project deliverables, and for distributing the funds received from the Commission. The costs incurred by the co-ordinator in the fulfilment of his responsibilities can be claimed as direct or indirect costs.

It should be noted that the successful management of the project is a joint commitment of all the

participants. They may, however, agree amongst themselves to confer upon the co-ordinator additional responsibilities, provided this does not infringe on their obligations as stated in the contract they sign with the Commission.

Sufficient resources must be allocated to the co-ordination and management of the project.

II.5.6. Subcontractors

Sub-contractors are not participants in an action. Their function is only as service providers to a contractor, a member or a beneficiary, who fully funds their activity. The costs are then reimbursable by the Commission according to the rules of the contract or agreement in force.

Sub-contractors make no financial investment in the project or event, and they therefore do not benefit from any intellectual property rights arising from its achievements, unless otherwise agreed in the contract between the sub-contractor and the contractor.

Subcontracts are awarded subject to a tender procedure (normally involving at least three offers) by the proposing organisations. The subcontract will be awarded to the tender offering best value for money, i.e. the one offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. Subcontracts will have to be in accordance with market prices,

II.6. Proposal follow-up

In order for the Commission to monitor the execution of the project, participants are required to submit, via the co-ordinator, intermediate and final reports as well as reports of costs incurred.

These reports will be analysed by Commission services in the light of the criteria which led to the selection of the project proposal. This will ensure the project conforms to the conditions associated with the Community financial contribution, and that the progress foreseen actually takes place. The reports are also used to assess whether and in what manner the project should continue to be supported.

II.7. Financial contribution of the Community

The Commission undertakes to provide a financial contribution to the project work for which a grant has been awarded. The Commission reimburses actual eligible costs incurred by participants as the project progresses. Payment is made in regular instalments, the first payment in the form of an advance.

II.7.1. Incurred eligible project costs

Project participants are required to identify and declare their eligible costs by the submission of intermediate and final cost statements based on the **actual costs** incurred in the execution of the action. Supporting documents, which justify these costs, must be retained for at least five years from the end of each payment to permit auditing by Commission services or other institutions, e.g. the European Court of Auditors.

A cost shall be considered as eligible only where it is necessary for and has occurred during the project and is provided for in the contract/agreement. It shall be reimbursed if the amount has actually been spent and recorded in the accounts. No profit may be included**.**

The different categories of **PROJECT RELATED COSTS** that are eligible for Commission funding are the following:

Direct Costs

Personnel costs: subject to the contract terms, technical personnel; time devoted to the project shall be recorded.

Durable equipment: subject to the contract terms, equipment shall be reimbursed according to a depreciation period (for computer equipment that cost less than € 25,000 the depreciation period is 36 months, for all other equipment the depreciation period is 60 months) and its use on the project; equipment leased shall be reimbursed without exceeding the eligible cost if it were to be purchased.

Subcontracting: external services.

Travel and subsistence: travel outside the European Union needs the prior approval of the Commission, except for visiting a participant.

Consumables: only project specific items**.**

Computing: only project specific items**.**

Protection of knowledge: subject to contract terms, only with prior approval of the Commission.

Other specific costs: any cost necessary for the project, not falling within a defined category and having received the prior approval of the Commission.

Co-ordination costs: costs for the financial/administrative administration (personnel, travel and all other cost categories apart from subcontracting) incurred by the co-ordinator – the financial/administrative co-ordinator in case of split between technical and administrative co-ordinator – in order to fulfil his tasks.

Indirect Costs

Overheads: subject to the contract terms**,** either an actual rate (FC), or on the direct additional costs (AC), excluding subcontracting.

II.7.2. Calculation methods applicable to project participants

Different methods are used to calculate the Commission funding, depending on the type of project involved and on the participant' s capacity to identify his incurred costs.

Two calculation methods are used, namely full cost actual overhead (FC) and additional cost (AC):

Full Cost (FC): The Commission reimburses up to 50% of the total eligible costs. All costs including overheads are based on actual costs and therefore the participant must be able to identify all the direct and indirect costs related to the project. Overheads must be calculated in accordance with normal accounting conventions and principles applicable to the contractor and acceptable to the Commission. The participant should be able to demonstrate that his accounting system enables the identification of those costs with sufficient precision. FC = total direct costs + actual overhead rate.

Additional cost (AC): The Commission reimburses 100% of the eligible costs incurred that are "additional" to the normal running (recurrent) costs of the participant. This cost model is only applicable in cases where the participant cannot identify precisely the full costs related to the project and presupposes comparable efforts delivered by non-eligible permanent staff. The final decision whether to accept the use of the AC model rests with the Commission. Only public

sector bodies e.g. universities, higher education and public research establishments, can apply for the AC model. AC = total direct additional costs + up to 20% overhead on direct costs (excluding subcontracting).

The choice of funding model is at the risk and responsibility of the participant whose choice commits its organisation to use the selected cost reimbursement model for the duration of the *e*Content Programme and other programmes, subject to certain possible changes.

Generally, the use of permanent staff is allowed for all types of organisations if accurate time records are kept, however, for participants using the AC model, these personnel costs are **not** eligible. In cost-shared project, AC partners are expected to match the Community contribution by contributing adequate human, technical etc. resources.

II.7.3. Payment of the contribution

For projects, an initial advance or pre-financing, normally amounting to 30% of the total Community contribution, will be paid by the Commission within 45 days after the signature of the contract to speed up and facilitate the work. The advance may be reduced or partly retained to protect the Community's financial interests.

In certain circumstances the Commission may request financial or other guarantees to ensure the security of any advance payment made. This is particularly necessary for those shared-cost actions where the participants themselves are expected to bear part of the cost.

The Community contribution is paid in euro, in a number of (normally semestrial) instalments based on cost claims submitted by participants with their interim and final reports.

II.8. Assistance available to proposers and applicants

II.8.1. Information days

The Commission may organise info-sessions to disseminate information about the Programme or a particular Call, and to provide an opportunity for prospective proposers to meet Commission officials and potential partners.

These events are posted on the *e*Content website.

II.8.2. eContent Information Desk

The Commission maintains an *e*Content Information Desk. Any questions concerning the Call not covered in this document nor in the material available at the Programme website may be directed to the Information Desk at the following address:

European Commission
Directorate General Information Society
*e*Content Information Desk
Office EUFO 1181
L-2920 Luxembourg
Fax: +352-4301-34959
E-mail: econtent@cec.eu.int
URL: http://www.cordis.lu/eContent

The Information Desk will post any last-minute information concerning the Call on the Programme website, which potential proposers and applicants should check periodically for this reason.

II.8.3. The Intellectual Property Rights Helpdesk

The IPR Helpdesk has been set up to support participants seeking information on Intellectual Property Rights (IPR) and related contractual issues. The activity will also aid participants in locating the assistance necessary to register, protect, and exploit their inventions. The IPR Helpdesk offers information on these issues and guides users to the services available from national patent offices, patent agents and lawyers in their country.

Intellectual Property Rights Helpdesk
Edificio Germàn Bernácer
Universidad de Alicante
03080 Alicante
España
Telephone: +34 965 90 97 18
Fax: +34 965 90 97 15
URL: http://www.ipr-helpdesk.org/index.htm

II.9. Some recommendations

✓ **Eligible partners**: Check first that you and your partners are eligible for participation (for example: your organisation must have a registered legal existence, there are minimum consortium requirements, audit certificates, etc.).

✓ **Specific actions and objectives**: Check that your proposed work does indeed address an activity included **in the current Call**. Ineligible proposals, or proposals not addressing activities open in the Call, will be excluded from evaluation.

✓ **Management:** Clearly indicate ability for high-quality management adapted to the scope of the intended project.

✓ **Content**: Good proposals show consistency with the selection and award criteria.

✓ **Ethical issues**: Clearly describe any potential ethical aspects and applicable regulatory aspects of the work to be carried out and the way they are dealt with according to relevant national and European regulations.

✓ **Presentation:** Good proposals are drafted in a clear and easily understandable way. Good proposals are precise and concise, not "wordy" – evaluators judge on content, not on number of pages.

✓ **Results**: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or exploit these results.

✓ **Completeness**: Proposals must be complete, as they are evaluated only on the basis of the written material submitted. **Follow the format of the Proposal Submission Forms and the other parts of the Appendix**.

✓ **Partnership**: Partners should discuss and agree beforehand their respective roles and responsibilities. The consortium should aim at a reasonable distribution of resources and tasks between partners and countries.

✓ **Contract**: Check that the model contract conditions are acceptable for your organisations.

✓ **Competition:** There will be competition, and a weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal tightly, strengthen or eliminate weak elements.

Last but not least:

Arrange for your draft proposal to be evaluated by your colleagues before sending it, using the evaluation criteria described in this Guide. Use their advice to improve it before submission.

European Commission

Directorate General Information Society

Interfaces, knowledge and content technologies applications. Information Market

APPENDIX 1 - Part A

Forms A1, A2, A3, A4 and A5

CALL III

EUROPEAN DIGITAL CONTENT
FOR THE GLOBAL NETWORKS

http://www.cordis.lu/eContent

	EUROPEAN COMMISSION **INFORMATION SOCIETY DG** **INFORMATION SOCIETY TECHNOLOGIES: CONTENT , MULTIMEDIA TOOLS AND MARKETS**	**PROPOSAL NUMBER:** **FOR COMMISSION USE ONLY**	eContent

A1 ADMINISTRATIVE OVERVIEW

Project Acronym [1]								
Type of Action [2]				**Action Line**				
Proposal Full Title								
Contact person for the proposed project [3]								
Title (Dr, Prof., ...)		**Function**[30]		**Gender** [4]	**F**		**M**	
Family Name								
First Name								
Organisation Legal Name [5]								
Department / Institute Name[6]								
PO Box[7]								
Street Name and Number[5]								
Post Code[8]			**Cedex**[9]					
Town/City								
Country Code[10]		**Country Name**[10]						
Telephone No[11]			**Fax No**[11]					
E-mail								
Project abstract (maximum 1000 characters) [12]								

Duration (in Months)[13]		**Total Eligible Cost (in euro)** [14]		**EC Contribution requested (in euro)** [15]				
Have you or any of your partners, previously or currently, submitted this proposal or one similar in content to any Community Programme? If yes, please give details of the proposal [16]					**Y**		**N**	
Programme Name		**Year**		**Proposal No**				
Duly authorised by the consortium partners to send this project proposal to the Commission , I certify that the description of this project proposal and the information on forms A1, A2, A3 and A4 is accurate and agreed to by the consortium partners and that the consortium collectively agrees to carry out a project as described herein.								
Date (DD/MM/YYYY)								
Name and Signature of person authorised to submit a project proposal in the co-ordinating organisation[17]								

A2	PARTICIPANT INFORMATION[18] (1 form per participant)	*e*Content

Project Acronym[1]				Project Duration[13]	
Legal information on the participating organisation					
Participant Role[19]		Contractor No[20]		Linked to Contractor No[21]	
Organisation Name[5]					
Street Name & No[5]					
PO Box[7]			Cedex[9]		
Post Code[8]		Town/City			
Country Code[10]		Country Name[10]		Activity type[22]	
Short Name[23]			Legal Registration No[24]		
Legal Status[25]		If 'PRC', Specify[26]		Cost Basis[27]	
Department carrying out the work[28]					
Department /Institute					
Street Name & Number					
PO Box[7]			Cedex[9]		
Post Code[8]			Town/City		
Country Code[10]		Country Name[10]			
Authorised person for the purpose of contract signature[29]					
Title (Dr, Prof., ...)		Function[30]		Gender[4]	F M
Family Name					
First Name					
Telephone No[11]			Fax No[11]		
E-mail					
Authorised contact person in charge of the project[31]					
Title (Dr, Prof., ...)		Function[30]		Gender[4]	F M
Family Name					
First Name					
Telephone No[11]			Fax No[11]		
E-mail					
Organisation details[32]					
Annual turnover[33]		Annual balance sheet total[34]		Number of employees[35]	
Is your Organisation independent[36]?				Y	N
If No, indicate legal name(s) of owner(s) who own 25% or more[37]					
Is your Organisation affiliated to any other participant in the project[38]?				Y	N
If Yes, indicate Participant Short Name(s) and affiliation(s) (D/I)[39]					
I certify that the above information is accurate and that my organisation has agreed to participate in this proposed project.					
Date (DD/MM/YYYY)					
Name and Signature of authorised person for the purpose of contract signature[17]					

A3 FINANCIAL VIABILITY INFORMATION (1 form per participant) Part 1	eContent

Project Acronym:	

COMPANY DETAILS	
Organisation name:	
Organisation Short name:	
Number of employees	
Company Independence (Y/N)	
Less than 3 annual balance sheets? (Y/N)	

BALANCE SHEET OF THE LAST ACCOUNTING YEAR (t0)	
Accounts starting date (dd/mm/yyyy)	
Accounts Duration (Month)	
Accounts closing date (dd/mm/yyyy)	
Currency	
Euro exchange rate	

ASSETS	t0	In Euro
1. Subscribed capital unpaid	0.00	0.00
2. Fixed assets (2.1+2.2+2.3)	**0.00**	**0.00**
2.1. Intangible fixed assets	0.00	0.00
2.2. Tangible fixed assets	0.00	0.00
2.3. Financial assets	0.00	0.00
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**0.00**	**0.00**
3.1. Stocks	0.00	0.00
3.2.1. Debtors due within one year	0.00	0.00
3.2.2. Debtors due after one year	0.00	0.00
3.3. Cash at bank and in hand	0.00	0.00
3.4. Other current assets	0.00	0.00
Total assets (1+2+3)	**0.00**	**0.00**
LIABILITIES	**t0**	**In Euro**
4. Capital and reserves (4.1+4.2+4.3+4.4)	**0.00**	**0.00**
4.1. Subscribed capital	0.00	0.00
4.2. Reserves	0.00	0.00
4.3. Profit and loss brought forward	0.00	0.00
4.4. Profit and loss brought forward for the financial year +/-	0.00	0.00
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**0.00**	**0.00**
5.1.1 Long term non-bank debt	0.00	0.00
5.1.2. Long term bank debt	0.00	0.00
5.2.1. Short term non-bank debt	0.00	0.00
5.2.2. Short term bank debt	0.00	0.00
Total liabilities (4+5)	**0.00**	**0.00**
PROFIT AND LOSS ACCOUNT	**t0**	**In Euro**
6. Turnover	0.00	0.00
7. Variation in stocks +/-	0.00	0.00
8. Other operating income	0.00	0.00
9. Costs of material & consumables	0.00	0.00
10. Other operating charges	0.00	0.00
11. Staff costs	0.00	0.00
12. Gross operating profit (6+7+8-9-10-11)	**0.00**	**0.00**
13. Depreciation and value adjustments on non-financial assets	0.00	0.00
14. Net operating profit (12-13)	**0.00**	**0.00**
15. Financial income and value adjustments on financial assets	0.00	0.00
16. Interest paid	0.00	0.00
17. Similar charges	0.00	0.00
18. Profit/loss on ordinary activities (14+15-16-17)	**0.00**	**0.00**
19. Extraordinary income and charges +/-	0.00	0.00
20. Taxes on profits +/-	0.00	0.00
21. Profit/loss for the financial year (18+19-20)	**0.00**	**0.00**

A3 FINANCIAL VIABILITY INFORMATION (1 form per participant) Part 2	eContent

Project Acronym:	
Organisation Short name:	

BALANCE SHEET OF THE PREVIOUS ACCOUNTING YEAR (t -1)	
Accounts starting date (dd/mm/yyyy)	
Accounts Duration (Month)	
Accounts closing date (dd/mm/yyyy)	
Currency	
Euro exchange rate	

ASSETS	t-1	In Euro
1. Subscribed capital unpaid	0.00	0.00
2. Fixed assets (2.1+2.2+2.3)	**0.00**	**0.00**
2.1. Intangible fixed assets	0.00	0.00
2.2. Tangible fixed assets	0.00	0.00
2.3. Financial assets	0.00	0.00
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**0.00**	**0.00**
3.1. Stocks	0.00	0.00
3.2.1. Debtors due within one year	0.00	0.00
3.2.2. Debtors due after one year	0.00	0.00
3.3. Cash at bank and in hand	0.00	0.00
3.4. Other current assets	0.00	0.00
Total assets (1+2+3)	**0.00**	**0.00**

LIABILITIES	t-1	In Euro
4. Capital and reserves (4.1+4.2+4.3+4.4)	**0.00**	**0.00**
4.1. Subscribed capital	0.00	0.00
4.2. Reserves	0.00	0.00
4.3. Profit and loss brought forward	0.00	0.00
4.4. Profit and loss brought forward for the financial year +/-	0.00	0.00
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**0.00**	**0.00**
5.1.1 Long term non-bank debt	0.00	0.00
5.1.2. Long term bank debt	0.00	0.00
5.2.1. Short term non-bank debt	0.00	0.00
5.2.2. Short term bank debt	0.00	0.00
Total liabilities (4+5)	**0.00**	**0.00**

PROFIT AND LOSS ACCOUNT	t-1	In Euro
6. Turnover	0.00	0.00
7. Variation in stocks +/-	0.00	0.00
8. Other operating income	0.00	0.00
9. Costs of material & consumables	0.00	0.00
10. Other operating charges	0.00	0.00
11. Staff costs	0.00	0.00
12. Gross operating profit (6+7+8-9-10-11)	**0.00**	**0.00**
13. Depreciation and value adjustments on non-financial assets	0.00	0.00
14. Net operating profit (12-13)	**0.00**	**0.00**
15. Financial income and value adjustments on financial assets	0.00	0.00
16. Interest paid	0.00	0.00
17. Similar charges	0.00	0.00
18. Profit/loss on ordinary activities (14+15-16-17)	**0.00**	**0.00**
19. Extraordinary income and charges +/-	0.00	0.00
20. Taxes on profits +/-	0.00	0.00
21. Profit/loss for the financial year (18+19-20)	**0.00**	**0.00**

A3 FINANCIAL VIABILITY INFORMATION (1 form per participant) Part 3	*e*Content

Project Acronym:	
Organisation Short name:	

PARTICIPATION IN EC FUNDED PROJECTS			
Project Title	**Starting Date**	**Total Costs share**	**Community Contribution**

I hereby certify that the information given in Forms A3 is correct tothe best of my knowledge. The financial data given correspond to the official financial statements and profit and loss statements of this organisation.

Copies of the annual accounts (financial statement/profit and loss statement) for the last financialyear are attached.

Date Name and Signature of the Financial Administrator:

A4	PRE-FINANCING AND INDICATIVE BREAKDOWN OF ESTIMATED ELIGIBLE COSTS IN EURO[42]	*e*Content

Project Acronym[1]	

Participant Role [19]	Contractor No [20]	Linked to Contractor No [21]	Participant Short Name [23]	Number of person/months [46]	Personnel Costs [47]	Durable Equipment [48]	Consumables [49]	Travel and Subsistence [50]	Computing [51]	Subcontracting [52]	Protection of knowledge[54]	Other Specific Costs [53]	Overhead Costs[55]	Total Costs[56]	Costs Basis : FC/ AC[27]	% Community Contribution[57]	Maximum Community Contribution[58]
CO	1	43			000	000	000	000	000	000	000	000	000	000	AC		000
CO	1	44	Coordination														
CO	1	45	**Total coord. costs**														
CR	2																
TOTAL[59]																	

A5 SUMMARY FORWARD BUDGET FOR THE PROJECT	*e*Content

Project Acronym:	

EXPENDITURE/ELIGIBLE COSTS		FINANCING PLAN	
	(in euro)		**(in euro)**
Personnel[47]	0 000 000	Direct revenue expected from the project[60]	
Durable Equipment[48]		Contribution by participants and members[61]	
Consumables[49]		Contribution by other organisation[62] (please specify)	
Travel and Subsistence[50]		Contribution requested from the Commission[63]	
Computing[51]		Where applicable, other contributions by the Commission for the same operation[64] (please specify)	
Subcontracting[52]			
Protection of Knowledge[54]			
Other Specific Costs[53]			
Overheads[55]			
TOTAL ELIGIBLE COSTS		**TOTAL**	

Appendix 1 – Part A

Guidelines on how to complete the project proposal forms A1, A2, A3 and A4

Introduction

This document provides guidance on how to complete the administrative forms. **These forms will be an integral part (' Part A') of your project proposal** for a demonstration project, a feasibility project and an accompanying measure.

The forms are to be submitted on paper. You should download the forms from the *e*Content website at http://www.cordis.lu/econtent . When you have completed the forms, please keep an electronic copy for your own file.

The forms are designed to collect the administrative information on the consortium proposing the project. This information is necessary for the Commission services to evaluate the proposed project.

It is of the utmost importance that the forms are completed in accordance with these Guidelines. Should the proposed project be retained for funding, the information provided in the forms will be used for contract generation purposes. Consequently, the legal information provided must be correct.

How to complete the forms

For **Demonstration and feasibility project proposals**, the forms should be completed as follows:

- The financial and administrative co-ordinator fills in forms A1, A2 and A4
- The contractors fill in one A2 and A3 (if applicable) form each

For **Accompanying measures proposals**[1], the forms should be completed as follows:

- For single-participant proposals:

- The contractor fills in forms A1, A2, A3 (if applicable) and A4

- For multi-party consortia proposals:

- The financial and administrative co-ordinator fills in forms A1, A2, A3 (if applicable) and A4
- The contractors fill in one A2 and A3 (if applicable) form each
- The members fill in one A2 form each

Subcontractors are not required to fill in the A2 form and should not appear separately on the A2 and A3 forms.

Explanatory notes are appended to each form.

For numbers (amount, duration, percentages, person-months), please round to the nearest whole number.

Please remember to indicate the short title (acronym) at the top of the forms (part A) where indicated, and on every page of part B, including any annexes.

All costs must be given in **euro** (and not kilo euro) and must exclude value-added tax (VAT) which is not an eligible cost.

Signature of the forms

The contractors and members should send their completed A2 form to the co-ordinator. They confirm their organisation's agreement to participate in the proposed project by signing the A2 form.

The co-ordinator should check that the forms have been filled in correctly and that there is consistency between the information in the various forms and the rest of the proposed project. The co-ordinator must include the original A2 forms signed by the contractors in the proposal[2]. Likewise he must include the signed form A1. The co-ordinator should then send one original proposal with the signed A1 form, the signed A2 forms and the required number of

---

[1] Only proposals for accompanying measures can be submitted by either a **single participant** (the contractor) if this participant has the necessary competence and resources to carry out the work or by **multi-party consortia** with contractors and/or members.

[2] In exceptional cases an unsigned A2 form will be accepted if accompanied by a letter of commitment signed by the contractor in question.

copies to the European Commission. The number of copies is specified in the Guide for Proposers and the address is specified in the Call for Proposals.

Additional information

The notes accompanying the forms are intended to help you complete them correctly. However, you should also read the other parts of the Guide for Proposers, and other documents provided in the Call information package, as specified in the Guide for Proposers.

A1 Administrative Overview

1. **Project Acronym**

   Provide a short title or acronym of no more than 20 characters, to be used to identify the proposed project. The same acronym should appear on each page of the proposal in order to prevent errors during its handling.

   The participants bear sole responsibility for assessing that the use of acronyms does not infringe existing trademarks, registered patents and other similar rights.

2. **Type of Action**

   The type of action you are applying for. You should use one of the following codes:

   DM: Demonstration Projects

   FP: Feasibility Projects

   AM: Accompanying Measures.

3. **Contact person for the proposed project**

   The name and contact details for the person responsible for the proposed project who acts as a contact on behalf of the consortium after the evaluation of the proposed project, normally the co-ordinator.

4. **Gender (F(emale) / M(ale))**

   Please indicate with a cross as appropriate.

5. **Organisation Legal Name & Street Name and Number**

   You must use the complete **legal name of the organisation**. In the case of companies, the legal name and the address **must** be the name and address appearing in the official trade/company registers, in the case of universities or governmental organisations not registered in trade/company registers, the legal name and address **must** the name and address appearing in the law or other constituting documents establishing the organisation. **It is of utmost importance that the legal name and address are correct and complete**. Should the proposed project be retained, all participating organisation will be required to document the legal name and address by providing excerpts from the official trade/company registers etc. For organisations already participating in other EC funded projects, the name and address must be the same as in these projects.

6. **Department / Institute Name**

   Name of the unit (department or institute) in the organisation, which will be carrying out the work and for which the contact person is working. The address details given in the following fields must be for the department/institute and not the legal address of the organisation (unless these addresses are the same).

7. **P. O. Box**

   If applicable, indicate number of Post Office Box for surface mail delivery.

8. **Post Code**

   If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 <u>and not</u> B-1000 or SW1H 9AS <u>and not</u> UK-SW1H 9AS.

9. **Cedex**

   If applicable, indicate Cedex for surface mail delivery.

10. Country Code / Name

Use the relevant country code and name as indicated below. For any country not included in the list, please indicate the full name of the country in the "Country Name" and "RE" or "RW" as indicated in the table.

Code	*Country*	*Code*	*Country*	*Code*	*Country*
A	Austria	**FIN**	Finland	**NO**	Norway
B	Belgium	**HU**	Hungary	**P**	Portugal
BU	Bulgaria	**I**	Italy	**PL**	Poland
CY	Rep. of Cyprus	**IRL**	Ireland	**RO**	Romania
CZ	Czech Republic	**IS**	Iceland	**S**	Sweden
D	Germany	**L**	Luxembourg	**SI**	Slovenia
DK	Denmark	**LI**	Liechtenstein	**SK**	Slovakia
E	Spain	**LT**	Lithuania	**TR**	Turkey
EE	Estonia	**LV**	Latvia	**UK**	United Kingdom
EL	Greece	**MT**	Malta	**RE**	Rest of Europe
F	France	**NL**	Netherlands	**RW**	Rest of World

11. Telephone No and Fax No

Please give the telephone and fax numbers in the following format; for example (a European Commission telephone number in Brussels, Belgium) (32-2) 2988888 (32 being the country code number; 2 the area code number for international calls; 2988888 the subscriber's number).

12. Project Abstract

The project abstract should be a very short and precise presentation of the main features of the proposed project. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This project abstract will be used together with the proposal summary description (see Part B of the appendix) in the evaluation process and in communications about the proposed projects to the interested parties (Commission services, programme committee, etc.). Please use plain typed text, avoiding formulae and other special characters.

13. Project Duration

Project duration in months.

14. Total estimated Eligible Costs

The total estimated eligible costs of the project in euro as in form A4.

15. Community Contribution requested

The total contribution requested for the project from the European Community in euro, as in form A4.

16. Similar Projects

If you have previously submitted the same project proposal or one similar in content to any European Community programme, you should indicate the details here. If more than one project proposal has been or is being submitted, please list these in part B of the project proposal.

17. Name and Signature of person authorised to submit a project proposal in the co-ordinating organisation

If different from the contact person, please add the function (see note 30) of the person signing.

A2 Participant Information

18. Participant Information

The form must be filled in by **each** of the contractors (including the co-ordinator) and members. It must be signed by the person in the organisation authorised for the purpose of contract signature. An electronic copy of the completed form should be kept. The signed copy must be sent to the co-ordinator.

19. Participant Role

The role of the participant as defined by the consortium. This role should also be used on forms A3 and A4. In demonstration and feasibility projects all participants are normally contractors. However, the co-ordinator, who is also a contractor, must indicate that he is the co-ordinator and specify whether he is the co-ordinator as such or only the technical co-ordinator (in the case of a split of the co-ordinator function into a) administrative/financial co-ordination and b) technical co-ordination). The following codes should be used for role:

CO: administrative, financial and technical co-ordinator

CA: only administrative/financial co-ordinator

CT: only technical co-ordinator

CR: contractor (other than the co-ordinator)

MB: member (to be used only in Accompanying Measures)

20. Contractor No

The number allocated by the consortium to the participant for this proposal. The co-ordinator of a proposal is always number one (1). Members should have numbers following the contractor whom they are working with. In case the member is linked to more than one contractor, member should have a number following the first contractor listed. **Please ensure that the number allocated to a participant is used consistently throughout the project**.

21. Linked to Contractor No (Participant No)

Only for members: Indicate the number of the contractor to whom the member is linked. Note that the member category only applies to Accompanying Measures (see also note 20).

22. Activity Type

Indicate the principal activity of your organisation. Please use one of the following codes:

REC: Research (i. e. organisations only or mainly established for research purposes);

HES: Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, colleges);

IND: Industry (i. e. both **private** and **public** organisations, both **manufacturing** and **services** – such as industrial software, design, control, repair, maintenance);

OTH: Others (this category only apply to few organisations, namely the ones not falling under any of the above categories, e.g. public administrations).

23. Short Name

The short name chosen by the participant for the proposed project. This should normally not be more than 20 characters and the same should be used for the participant in the A3/A4 forms. **Please make sure that the short name chosen for a partner is used consistently throughout the project.**

24. Legal Registration No

Please provide the organisation's legal national registration number or code found in the legal trade register, e.g. the Chambers of Commerce register or the business register. This category must be filled in by all participant having such a number.

25. Legal Status

Please use one of the following codes:

GOV: Governmental (i.e. local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);

INO: International Organisation (i. e. an international organisation established by national governments);

JRC: Joint Research Centre (i. e. the Joint Research Centre of the European Commission);

PUC: Public Commercial Organisation (i. e. commercial organisation established and owned by a public authority) ;

PRC: Private Commercial Organisation including consultancies (i. e. any commercial organisations owned by individuals either directly or by shares);

EEI: European Economic Interest Group;

PNP: Private Organisation, Non Profit (i. e. any privately owned non-profit organisation).

26. Legal Status : 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, LTD, GmbH, AS etc.).

27. Cost Basis

You should indicate one of the following **types of financial participation**:

FC: Full costs, actual overhead rate (i.e., you will contribute at least 50% of the full costs of the project);

AC: Additional costs (i.e., you do not have an analytical accounting system. You will contribute to the costs of the project through your normal operating budget. Additional costs for the project will be reimbursed at 100%).

Please ensure that you indicate the correct cost participation model and that your department uses the same cost model consistently if you submit more than one project proposal.

For more information on cost participation models, see notes 54 and 56, and the explanations in the Guide for Proposers.

28.

Department carrying out the work

Provide here the details of the unit (department or institute) in the organisation, which will be carrying out the work. The details given in the following fields must be for the department/institute and not for the organisation - unless details really are the same, e.g. in the case of smaller companies not split into departments, units or the like.

29. Authorised Person for the purpose of contract signature

This is a person with authority to commit the organisation to participate in a project and consequently to sign a contract with the European Commission if the proposed project is retained for funding and the negotiations concluded successfully.

30. Function

The function which the person has within the organisation, for example: director, vice-president, vice-chancellor, etc.

31. Authorised contact person in charge of the project

This is the person within the organisation who acts as contact person for the organisation and is responsible for the proposed project.

32. Organisation details

This fields should be filled by all private organisations and other participants who have an analytical accountancy system, but public institutions like universities not having an analytical accountancy system only have to fill field 35 (see the notes to the fields in this section).

33. Annual turnover

This field should be filled in by all participants who use the full cost model (FC), and also by those research organisations, which are able to provide the figures, but not by public institutions like universities not having an analytical accountancy system. Information from the most recent accounting year should be used. **The figures should be for the legal organisation as a whole and not just for the department carrying out the work**. The following codes for intervals should be used:

T1: 0 ≤ EUR 7 million (Annual turnovers less than or equal to EUR 7 million)

T2: > EUR 7 million or ≤ EUR 40 million (Annual turnovers more than EUR 7 million or less than or equal to EUR 40 million

T3: > EUR 40 million (Annual turnovers more than EUR 40 million).

If not applicable (e.g., for universities) please write **N/A.**

34. Annual Balance Sheet Total (i.e., total of assets or total of liabilities)

This field should be filled in by all participants who use the full cost model (FC), and also by those research organisations, which are able to provide the figures, but not by public institutions like universities not having an analytical accountancy system. **The figures should be for the legal organisation as a whole and not just for the department carrying out the work**. Information from the most recent accounting year should be used. The following codes for intervals should be used:

B1: 0 ≤ EUR 5 million (Annual balance sheet total less than or equal to EUR 5 million)

B2: > EUR 5 ≤ EUR 27 million (Annual balance sheet total more than EUR 5 million or less than or equal to EUR 27 million)

B3: > EUR 27 million (Annual balance sheet total more than EUR 27 million)

If not applicable (e.g. for universities) please write **N/A.**

35. Number of employees

All participants should fill in this field. **The figures should be for the legal organisation as a whole and not just for the department carrying out the work**. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees according to the following classification:

S1: 0 employee

S2: 1 – 9 employees

S3: 10 – 49 employees

S4: 50 – 249 employees

S5: 250 – 499 employees

S6: 500 – 1999 employees

S7: 2000+ employees

36. Independence

An organisation is deemed to be **independent** if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has less than 250 full time equivalent employees, has an annual turnover not exceeding EUR 40 million, or an annual balance sheet total not exceeding EUR 27 million, and is not controlled by 25% or more by a company which is not an SME (on the issue of control, see note 38).

37. Owners

Please provide the legal name(s) of the organisation(s) controlling the organisation by 25% or more (on the issue of control, see note 38).

38. Affiliation

An organisation is affiliated to another organisation if:

- It is under the same direct or indirect control as another organisation, or
- It directly or indirectly controls another organisation, or
- It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

- A, directly or indirectly, holds more than 50% of the share capital of B, *or*,
- A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, *or*,
- A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

39. Affiliated Organisations

Please provide the participant number, short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

D: Direct control;

I: Indirect control.

A3 Financial Viability Information (FVI)

The FVI forms are not completed by government organisations, universities or other such public bodies who must however still supply the information on legal identity.

40. Currency codes

Please use the following currency codes

Country	*Currency code*	*Country*	*Currency code*	*Country*	*Currency code*
Belgium	BEF	Liechtenstein	CHF	Bulgaria	BGL
Austria	ATS	Iceland	ISK	Cyprus	CYP
Denmark	DKR	Norway	NOK	Czech. Rep.	CZK
Finland	FIM			Estonia	EEK
France	FRF	Other	OTH	Hungary	HUF
Germany	DEM			Latvia	LVL
Greece	GRD			Lithuania	LTL
Spain	ESP			Malta	MTL
Ireland	IEP			Poland	PLZ
Italy	ITL			Romania	ROL
Luxembourg	LUF			Slovak. Rep.	SKK
Netherlands	NLG			Slovenia	SIT
Portugal	PTE			Turkey	TRL
Sweden	SEK				
United Kingdom	GBP				
Euro	EUR				

For any country not included in this list, please use the Other category for the currency and write out the full name of the currency at the bottom of the page.

41. Financial data

All private organisations and individuals participating under the FC cost model must fill in these forms. They provide the basis for the calculation by the Commission services to verify that the organisation has the necessary human and financial resources to carry out the work. The explanations to the form are provided immediately after the form. The t stands for time, so that t0 is the latest year for which account is available and t-1 the year preceding.

The form should be filled in the currency used by the organisation for their balance sheets and in euro.

The tables below provide additional information on the meaning of the fields the balace sheet part of the A3 form.

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS	**ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)**	
1. Subscribed capital unpaid	**A. Subscribed capital unpaid**	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets (2.1+2.2+2.3)	**C. Fixed Assets**	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2.Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1.Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4.Loans to undertakings with which the company is linked by virtue of participating interest C.III.5.Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**D. Currents assets**	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4 Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2.Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets (1+2+3)	**Total assets**	

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves (4.1+4.2+4.3+4.4)	**A. Capital and reserves**	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**C. Creditors**	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities (4+5)	**Total Liabilities**	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	**1. Net turnover**	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit (6+7+8-9-10-11)	**Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6**	.
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit (12-13)	**Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7**	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities (14+15-16-17)	**Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]**	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year (18+19-20)	**Profit or loss for the financial year =[[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]**	21. Profit or loss for the financial year

A4 Pre-financing and indicative breakdown of estimated eligible costs in euro

42. Pre-financing and indicative breakdown of estimated eligible costs in euro, form A4

The A4 form should be filled in by the **co-ordinator** based on the budget distribution agreed by the consortium. It should only contain the eligible costs. All figures should be in euro and not kilo euro. For more detailed information on eligible costs categories, please refer to the notes below, the Guide for Proposers.

43. Costs of the co-ordinator

The project co-ordinator should include here only the costs for the performance of his part of the technical work under the project. The costs of the administrative/financial co-ordination may be included in the overheads (A4 form). Alternatively, if the project co-ordinator is able to identify the direct costs of the administrative/financial co-ordination, such costs may not be included in the overheads and may be indicated separately (see point 44).

44. Administrative / Financial Co-ordination costs

Project co-ordinators may be required to perform considerable administrative/financial co-ordination tasks directly related to the co-ordination of the project and to incur the associated costs. Such costs will be considered as eligible costs only for the co-ordinator (in case of split between technical and financial/administrative co-ordination, only for the financial/administrative co-ordinator). Co-ordination costs may include costs falling under the other categories of costs, except subcontracting. They may cover in particular:

Personnel: remuneration of administrative and clerical personnel for performing co-ordination tasks for a specific project.

Durable equipment, consumables and computing: expenditure used strictly for co-ordination purposes in the project.

Travel and subsistence: costs of administrative and clerical personnel performing co-ordination tasks specific to the project.

Knowledge protection: costs related to the protection of knowledge specific to the project.

Other specific costs: project specific co-ordination costs other than those charged under the categories mentioned above.

The co-ordinator may decide not to indicate the direct co-ordination costs in row 44, and include them instead in the overhead costs (see note 43). As far as administrative or financial coordination is subcontracted, the related costs can only be considered as indirect costs.

Administrative/financial co-ordination costs in the case of **accompanying measures** are only eligible costs in the case of multi-participant consortia.

45. Total co-ordinator costs

The total costs of the project co-ordinator for the technical tasks and the administrative/financial co-ordination task (i. e. the sum of the two rows above).

46. Number of person/months

Total number of person/months for the participants.

47. Personnel costs

Labour costs for the participant (including ‘ intra-muros’ consultants), but excluding overheads and labour costs of subcontractor(s). Only the costs of the actual hours worked by the persons directly carrying out the technical work under the project may be charged; subject to the contractual terms, costs of freelancers directly engaged by the participant for the projects may be considered as eligible costs. Administrative and secretarial staff must not be charged directly (except for the administrative co-ordination costs of the co-ordinator, see note 44), but should be included in the overhead costs. Examples of personnel categories that can be charged to the projects are: engineer, technician, etc.

Organisations that work on the additional cost basis (AC) (see notes 57 and 59), can only charge for technical personnel temporarily employed specifically for the project. Personnel costs paid from the recurrent budget (i.e., for permanent personnel) cannot be charged.

48. Durable equipment

Cost of equipment purchased or leased for the purpose of the project. The amount you can charge to the project is calculated in the following way:

(A/B) x C x D

Where:

A. = the number of months that the equipment is to be used in the project, after the date of its invoicing;

B. = the depreciation period (for computer equipment that cost less than EUR 25,000, the depreciation period is 36 months; for all other equipment, the depreciation period is 60 months);

C. = the actual cost of the equipment;

D. = the percentage usage of the equipment in the project expressed as a fraction of 1 (e.g. 70% corresponds to 0.7).

Costs for durable equipment may be eligible if the equipment has been purchased or leased (i) within 6 months before the starting date of the project, or (ii) for the performance of a contract previously concluded with the Community and provided that the depreciation period has not lapsed. In the last case, the eligible costs will depend on the length of the remaining depreciation period.

Note that costs related to rented equipment should be charged under "Subcontracting" (column 53).

49. Consumables

According to the usual practises of the participant, these costs may be included in overhead costs for contractors using the full cost, actual overhead rate model. Otherwise, the amount for consumables can be entered here.

50. Travel and subsistence

The amount for travel and subsistence costs of personnel categories working for the project, calculated on the basis of the usual practices of the participant. The prior agreement of the Commission will be required for any destination outside the territory of a Member State, an Associated state or a third country where a contractor or member is established.

51. Computing

The costs for using own computing facilities or services (to be established in accordance with usual applicable rules, including, for instance, recorded computer usage). For full cost participants charging actual overhead rates, such costs may, in accordance with the usual practice of such participants, be charged as part of the overheads.

52. Subcontracting

Costs for all subcontracting specific to the project (goods, supplies and external services). Such costs must be in accordance to usual market costs.

53. Other specific costs

Other significant specific project costs necessary to carry out the work, and which do not fall under any of the other defined cost categories or under overheads (e.g., publications, conferences, exhibitions), may be charged under this category. Costs under this category will be subject to prior written agreement from the Commission at the contract stage unless specified in sufficient detail in the project description.

54. Protection of knowledge and facilitation of knowledge exploitation

The costs for intellectual property right (IPR) protection (e.g., patents) may be considered eligible costs. Such costs are only eligible if foreseen in the proposed project and in particular, in the plan for dissemination and exploitation. They must also be incurred during the project period, and they must satisfy the basic cost eligibility terms and conditions of the contract. Costs under this category will be subject to prior written agreement from the Commission at the contract stage.

55. Overhead costs

Overheads are intended to cover general indirect costs needed to employ, manage, accommodate and support directly or indirectly the cost of personnel performing the work on the project. Overheads should primarily relate

to on-site infrastructure and support services of the cost centre (that is, the department carrying out the work in the project) and must exclude those items chargeable separately as direct costs. Overheads calculation and allocation must be justified.

Please note that certain items cannot be charged either in direct costs or indirectly in overheads, for instance costs such as: any interest or return on capital employed; provisions for possible future losses or charges; interest; provisions for doubtful debts; contributions in kind; unnecessary or extravagant expenses; marketing, sales and distribution costs for products and services; indirect taxes and duties - including VAT; resources made available to the organisation free of charge; any cost incurred in respect of another project (subject to note 49) or, reimbursed by third parties.

Co-ordinators can choose to include the costs of the administrative/financial co-ordination of the project in the overhead costs.

The method of recovery of general indirect costs depends on the cost model under which your organisation will participate. The available cost models are as follows:

Full Cost, actual overhead rate (FC) model:

This model applies to organisations, which have an accounting system that allows the share of their direct and indirect costs relating to the project to be distinguished. For these organisations, overheads are calculated according to the organisation's normal practice and on a basis considered reasonable by the Commission. They may be charged in full.

Additional Cost (AC) model:

This model applies to public-sector organisations, which do not have an accounting system that allows the share of their direct and indirect costs relating to the project to be distinguished. The extra costs, incurred as a result of their participation in the project are identifiable (i.e., additional, non-recurrent costs). An example of additional costs, would be the costs of the temporary personnel engaged specifically to perform work on the project, but not the personnel costs charged to the organisation's recurrent budget. These organisations may charge up to 20% of all direct cost categories, except subcontracting, as overheads.

56. Total costs

The sum of all the cost categories.

57. Percentage Community Contribution

The percentage of the total cost requested by each participant from the European Community for this project. The percentage, which can be requested from the European Community, depends on the funding model used by the organisations, the type of project and the country of the participant.

Organisations using the full cost model can request up to 50% of the total eligible costs for demonstration and feasibility projects and up to 100% for certain types of costs or for a limited number of actions of a larger project in the case of accompanying measures. Public-sector organisations using the additional cost model can request up to 100% of the total additional eligible costs for the project.

As a rule, EC contributions can only be requested by participants from Member States. Participants from Associated States can only receive EC contributions if the countries in question have joined the programme. For participants from countries, which do not qualify for EC contribution, the percentage for EC contribution is set to zero (0).

For cases where participants from other countries may receive EC contribution, please refer to the website for details on which countries can receive EC contribution, if any.

Accompanying measures would need to be cofinanced by the contractors, who would need to demonstrate in the proposal their contribution to the project. The Commission could finance up to 100% certain types of costs or fund at 100% a limited number of actions of a larger project. Please keep in mind that the percentage may need to be adjusted in individual cases to comply with the Community Framework for State Aid for R&D (O.J. C 45, 17.2.1996) and with article 8 of the WTO Agreement on subsidies and countervailing measures (O.J. L 336, 23.12.1994).

This implies that other public funding for the proposed project, already obtained or which will be requested from other public funding sources, added to the financing requested from the Programme, does not exceed the ceilings provided in the aforementioned texts.

58. Maximum Community Contribution

The contribution requested from the Community in euro, calculated as the product of the multiplication of the total estimated eligible costs by the percentage requested.

59. Total

The sum of each cost category from the rows above including row 45, total co-ordinator costs, but not row 43 and 44(which make up row 45).

A5 Summary Forward Budget for the project

This form compares the estimated eligible costs for the projects with the available finances. "Expenditure/Eligible costs" summarises the estimated total eligible costs detailed in form A4. "Financing plan" summarises the sources of funding to the project as detailed in paragraph 3.7 of the "Content description" (Part B)

60. Direct revenue expected from the project

Expected revenues from the project (for example subscriptions to the services)

61. Contribution by participants and members

The project costs which will be financed directly by the partners and members of the consortium. The amount is detailed in the Content description of the proposal (Part B paragraph 3.7).

62. Contribution by other organisation

Contributions that the consortium is going to receive from other organisations. Please specify the name of the organisations

63. Contribution requested from the Commission

The project costs requested by the consortium from the Commission.

64. Other contributions by the Commission for the same operation (please specify)

Please specify if the Commission is contributing to the project in other ways, detailing under which EC programmes and/or actions.

European Commission

Directorate General Information Society

Interfaces, knowledge and content technologies applications. Information Market

APPENDIX 1 - Part B

Content Description

CALL III

EUROPEAN DIGITAL CONTENT
FOR THE GLOBAL NETWORKS

http://www.cordis.lu/eContent

Part B – Description of objectives and workplan

This description should not exceed 30 pages, excluding the forms specified

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

Title page

Use the title page format appended. Insert the project acronym, the project full title and the project abstract from form A1.

Content list for Part B

Project Summary

Use the project summary format appended.

1. Rationale and objectives

This section, which should not exceed 3 pages, describes the overall rationale and objectives, including, where relevant, the business goals of the proposal. They should be achievable within the project, not through subsequent developments, although the final objectives of feasibility proposals will extend beyond the proposed action and should be stated in a measurable and verifiable form. The progress of the action will be measured against these objectives in later reviews and assessments if the project is retained for funding and negotiations completed successfully.

2. Baseline and results

This section, which should not exceed 3 pages, describes the current situation (state of the art) in the relevant area(s), including main barriers and bottlenecks, new and unexploited opportunities, competing approaches, foreseeable risk factors, etc. Where relevant, specify the action's technological baseline, and planned developments of the proposed action, especially focusing on innovative aspects. Detail expected and perceived viability of the proposed actions beyond the project phase. Explain the intended impact of the project and justify it in the context of other related industrial, national or European developments.

For **Feasibility project proposals** this section includes a description of the follow-up actions envisaged after the completion of the definition phase, including tentative development/exploitation scenarios, insofar they can be defined at this stage.

For **Accompanying measures** this section includes, where relevant, a description of how the accompanying measure will relate to projects/actions etc. which the measure accompanies, or to the programme as a whole, what co-operation will be required and how it will be achieved.

3. Project workplan

This section concisely describes the work planned to achieve the objectives of the proposed action. The recommended length, excluding the forms specified below, is up to 10 pages. An introduction should explain the structure of the workplan and how the workplan will lead the participants to achieve the objectives of the proposal. The workplan must be broken down into workpackages (WPs) which should follow the logical phases of the project's life cycle, and include (a) management of the project, (b) assessment of progress and results, and (c) project-level awareness and dissemination activities.

Essential elements of the workplan are:

3.1 Introduction and general description explaining the structure of the workplan and the overall methodology used to achieve the objectives.

3.2 Workpackage Overview

The total project effort should be divided into a number of "workpackages", which should follow the logical phases of a project's life cycle. A workpackage could only involve a single participant, but more usually several participants co-operate in the completion of the work, with one of them taking the lead role. Projects typically consist of four or five workpackages though larger projects might contain more.

In addition to such project-specific workpackages, three others should be foreseen:

- Project Management Workpackage
- An Assessement and Evaluation Workpackage which might, however, just as well be an integral part of the other workpackages.
- An Awareness and Dissemination Workpackage

Projects should try to avoid large, long-duration workpackages since these make more difficult the job of monitoring technical progress, money or manpower expenditure. Experience shows that management is easier when a project is divided into "bite-size" pieces.

Use the workpackage overview format appended.

3.3 Workpackage Description

Make one page description for each workpackage. Each workpackage should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall work plan). The work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission (day-to-day management of the project by the consortium may require a more detailed plan).

Use the workpackage description format appended.

3.4 Deliverables List

Tabular listing of deliverables indicating deliverable number, deliverable title, workpackage reference number, nature of deliverable, dissemination level of deliverable, date to be delivered to Commission.

Each significant element of the project should conclude with a "deliverable" which is the concrete output and evidence of the work. Lengthy or complex workpackages may require the production of several deliverables over the duration of the workpackage. However, only a reasonable number of deliverables should be foreseen.

A deliverable may be a report, or an action such as the construction of a prototype, the holding of a conference or demonstration, the publication of a book, the completion of a specification etc. Where a deliverable is not a report, but is instead some form of action, nonetheless some written reporting is helpful to act as a record of the work (e.g. for a conference, a collection of papers presented; for a demonstrator, photographs and a brief technical description etc.). The titles/names of the deliverables should be self-explanatory.

There are three compulsory deliverables, namely a Web Site, a Project Presentation and a Exploitation Plans which must be included in the list. The list should not include the quarterly, semestrial, annual and final reports required for cost-shared projects as these are common to all projects.

Use the deliverables list format appended.

3.5 Project plan showing the timing of the different WPs and their components (Gantt chart or similar)

Timing should be relative, expressed in months (e.g. project month 3, project month 17 etc.). Month 1 is the operative commencement date of the project.

3.6 Graphical presentation of the project's components, showing their interdependencies (Pert diagram or similar).

3.7 External co-financing. Proposers have to provide a plan of how they intend to co-finance their project proposal. This co-financing can be in the form of own resources, financial transfers from third parties or in kind.

4. Business Model (compulsory for projects submitted under action lines 1.1 and 2.1)
A clear business model, identifying the users' base and revenues mechanisms needs to be integral part of the project proposal. The presentation of the business model should include basic elements to judge the soundness of the approach proposed.

4.1 Description of the business. Identification of product or service, operational work flows, analysis of the client base, competition and existing similar products, SWOT analysis, regulatory matters, etc.

4.2 Financing. Sources and cost of financing, break-even schedule.

4.3 Marketing. Pricing, sales promotion, awareness building, target groups, market analysis.

5. Management
This section, not exceeding 2 pages, should describe how the proposed action will be managed by the contractor/consortium, the decision making structures to be applied, the communication flow within the consortium, the quality assurance measures that will be implemented, and show how conflicts will be resolved and changes - e.g. due to market developments - will be controlled.

6. Contribution to Programme objectives
This section, which should not exceed 2 pages, describes how the proposed action will contribute to the objectives of the programme. This can be done by describing how the proposal meets the objectives and focus of the action line, which it addresses.

7. Community added value and contribution to EC policies
This section, which should not exceed 2 pages, should identify which issue(s) at European level the proposal is addressing and the extent to which it would contribute to solving them and to creating a competitive and knowledge based economy. It should also describe why the proposed action should be carried out at European level instead of national level, for example if there is a need to create a critical mass in human or financial terms, if the action brings together complementary expertise existing in different organisations, i.e. the added value of the consortium.

If appropriate, this section should also describe how the proposed action will contribute to the implementation or evolution of one or more Community policies, or addresses problems connected with standardisation and regulation.

8. Contribution to economic development and social objectives
This section, which should not exceed 3 pages, should describe (a) plans for the dissemination and exploitation of the results beyond the participants, for example by detailing exploitation prospects, user groups to be addressed and how they will be involved, means and channels to be used to disseminate non-proprietary results, the intended (strategic) impact of the proposed action in terms of improvement of competitiveness, contribution to the development of digital content markets and the creation of new market opportunities, including export potential, etc., and (b) how the proposed action will contribute to meeting the social objectives of the Community such as: improving the quality of life of European citizens (including working conditions) and their access to high-quality information, and/or how it will contribute to improving employment. This might include the contribution of the proposed work to meeting relevant regulatory requirements. Where applicable, the description should also cover the action's compliance with ethical principles and requirements.

9. Appendices

9.1 Appendix A – Consortium, project funding capability and key personnel

Description of consortium

A short description, not exceeding one page, of the consortium stating who the participating organisations are, what their role and function in the consortium are, how they complement each other, and what their plans and expectations regarding the use of project results are.

A short description of the participating organisations, not exceeding half a page per organisation, showing the expertise of the organisation and how they intend to cover their cost share of the project detailing their own sources of funding.

9.2 Appendix B - Background and reference documents

If relevant, statements of intent and other expressions of interest by organisations not directly involved (i.e. contractually) in the project and a list of relevant documents and information sources, if any. Such information should only be added if considered of utmost importance and should be limited to an absolute minimum.

Description of key personnel

Short curriculum vitae of the key persons to be involved indicating relevant experience, expertise and involvement in other relevant (industrial, national or international) projects. Each CV should comprise no more than 10 lines.

Title page

[Project acronym]

[Project full title]

Description of Work

Proposal abstract

Project Summary

Objectives (maximum 140 words)

Description of the work (maximum 250 words)

Milestones and expected results (maximum 70 words)

Workpackage Overview

Work-packageNo[1]	Workpackage title	Lead Contractor No[2]	Person-months[3]	Start month[4]	End month[5]	Deliverable No[6]
	TOTAL					

[1] Workpackage number: WP 1 – WP n.
[2] Number of the contractor leading the work in this workpackage.
[3] The total number of person-months allocated to each workpackage.
[4] Relative start date for the work in the specific workpackages, month 0 marking the start of the project, and all other start dates being relative to this start date.
[5] Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.
[6] Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn. Deliverable numbers must indicate which workpackage they relate to, e.g. D2.1 for the first deliverable from workpackage 2).

Workpackage Description

Workpackage number :		**Start date:**		**End date:**	
Workpackage title:					
Participants involved:					
Person-months per participant:					

Objectives

Description of work

(Inter-) Dependencies, milestones[1] and expected result

Deliverables

[1] Milestones are control points at which decisions are needed, for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

Deliverables List

Deliverable No[1]	Deliverable title	Delivery date[2]	Nature[3]	Dissemination level[4]

[1] Deliverable numbers in order of delivery dates: D1 – Dn. Deliverable numbers must indicate which workpackage they relate to, e.g. D2.1 for the first deliverable from workpackage 2).

[2] Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

[3] Please indicate the nature of the deliverable using one of the following codes:

R = Report
D = Demonstrator/Prototype
O = Other

[4] Please indicate the dissemination level using one of the following codes:

PU = Public
PP = Restricted to other programme participants (including Commission services and project reviewers).
CO = Confidential, only for members of the consortium (including Commission services and project reviewers).

	EUROPEAN COMMISSION **INFORMATION SOCIETY DG** **APPENDIX 1 – PART C**	**ACKNOWLEDGEMENT OF RECEIPT**	eContent

Luxembourg,

Please write the name, full postal address and fax number to which this acknowledgement of receipt should be sent in the box ⇨

Fax number:

Dear Madam/Sir,

We are pleased to acknowledge receipt of your proposal:

To be completed by Co-ordinating Partner
Proposal Title:
Proposal Acronym:

This proposal has been given the following reference number (To be completed by the Commission):

Date of reception:

Proposal registration number:

You are kindly requested to quote this reference number in all future correspondence relating to this proposal.

Signed on behalf of the European Commission:

Name:

2. Guidelines for evaluators

EUROPEAN COMMISSION
Directorate-General Information Society
Interfaces, Knowledge and Content Technologies. Applications, Information Market

A multiannual Community programme to stimulate the development and use of European digital content on the global networks and to promote the linguistic diversity in the Information Society

Guidelines for evaluators

Luxembourg, 6 January 2003

Table of Contents

1. INTRODUCTION 2

2. EVALUATORS 3

2.1. EVALUATION COMMITTEE . ROLE OF INDEPENDENT EXPERTS AS EVALUATORS 3

2.2. SELECTION OF AND APPOINTMENT OF INDEPENDENT EXPERTS AS EVALUATORS 3

2.3. ROTATION PRINCIPLES 4

2.4. CONFLICT OF INTEREST / CONFIDENTIALITY 4

3. EVALUATION PROCESS 4

3.1. OVERVIEW OF THE EVALUATION PROCESS 4

3.2. REGISTRATION OF PROPOSALS AND ELIGIBILITY CHECKS 5

3.3. EVALUATION OF PROPOSALS 5

3.4. GROUPING OF THE EXPERTS 6

3.5. EVALUATION CRITERIA 6

3.5.1. General principles 6

3.5.2. Eligibility checks 6

3.5.3. Selection criteria 7

3.5.4. Award criteria 8

3.5.5. Weighting of award criteria for project proposals applications 9

3.6. INDIVIDUAL EVALUATION 9

3.7. COLLECTIVE EVALUATION 9

3.8. RANKING LIST 10

3.9. ROLE OF THE EC OFFICIALS 10

3.10. PROPOSAL MARKING 10

4. BRIEFINGS OF THE EVALUATORS 11

5. FOLLOW-UP 11

5.1. COMMISSION PRIORITY LIST AND COMMISSION REJECTION DECISION 11

5.2. COMMISSION SELECTION DECISION 12

5.3. REPORTING ON THE EVALUATION PROCESS 12

***ANNEX A* 13**

TERMS OF REFERENCE AND CODE OF CONDUCT FOR EVALUATORS 13

***ANNEX B* 15**

CONFLICT OF INTEREST AND CONFIDENTIALITY DECLARATION 15

1. Introduction

The purpose of this manual is to provide in one document the "ground rules" or guidelines for the evaluation of proposals for European Community funded projects under the eContent programme. The processes for evaluating proposals continue to rest on a number of well-established principles:

- **Quality.** Projects selected for funding must demonstrate high market potential, technical and managerial quality in the context of the objectives of the programme.
- **Transparency**. In order to provide a clear framework for preparing proposals for funding and for evaluators evaluating proposals the process of reaching those funding decisions must be clearly described and available to any interested party. In addition, adequate feedback must be provided to proposers on the outcome of the evaluation of their proposals.
- **Equality of treatment.** A fundamental principle is that all proposals should be treated alike, irrespective of where they originate or the identity of the proposers.
- **Impartiality.** All proposals are treated impartially on their merits.
- **Efficiency and speed.** The procedures have been designed to be as rapid as possible, commensurate with maintaining the quality of the evaluation, appropriate use of public money and respecting the legal framework within which the specific programme is managed.
- **Ethical considerations.** Any proposal, which contravenes fundamental ethical principles (particularly those set out in the Charter of Fundamental Rights of the Union) may be excluded from the evaluation and selection process at any time.

This document is intended for use by the independent experts and European Commission staff involved in the evaluation of the proposals submitted in response to the *e*Content calls intended to promote European digital content on the global networks published on the Official Journal of the European Communities and on the European Commission internet site.

The evaluation relates to the three *action lines* of the programme:

- improving access to and expanding use of public sector information;
- enhancing content production in a multilingual and multicultural environment;
- increasing dynamism of the digital content market.

As background and reference material, please refer to the following documents:

- The *e*Content Council Decision
- The *e*Content Workprogramme for the years 2003 – 2004
- The Official Journal (OJ) text of the Call
- The Guide for Proposers

These documents are available on the www.cordis.lu/econtent web site.

On the basis of the proposals received in response to the Call, the Commission will select a number of submissions that are eligible for EU funding. The evaluation of the proposals by external experts (the evaluators) forms the very basis of this selection. The evaluation process is described in the

present document. The evaluation will be performed against the criteria set out in the OJ call notice and further detailed in sections 3.5.3 and 3.5.4.

2. Evaluators

2.1. Evaluation committee. Role of independent experts as evaluators

The Commission authorising officer appoints a committee of at least three Commission officials to evaluate the proposals submitted in response to a call, in accordance with the Financial Regulation of the Community and the relevant implementation rules (evaluation committee). The authorising officer appoints also independent[1] experts to act as evaluators and assist the Commission officials in the evaluation of proposals.

All proposals that fulfil the eligibility criteria are evaluated to determine their quality. A minimum of three evaluators will examine each eligible proposal submitted to the Commission[2].

2.2. Selection of and appointment of independent experts as evaluators

The Commission in appointing evaluators relies on a Call for applications from individuals published in the Official Journal of the European Communities[3] and open for the duration of the eContent programme.

In general, evaluators are expected to have skills and knowledge appropriate to the areas of activities in which they are asked to assist. All evaluators must also have a high level of professional experience in the public or private sector in one or more of the areas covered by the action lines of the eContent programme. Evaluators must also have appropriate language skills as in view of the proposals to be evaluated.

All applications received from potential evaluators are maintained in a database, from which the Commission may choose experts to assist with the evaluations. This database may be made available, on request, to national authorities in the Member States and countries associated to the eContent programme. To evaluate the proposals submitted in response to calls, Commission staff draws up a list of appropriate evaluators from the database (including if necessary a reserve list). The lists of individuals from which panels of evaluators may be chosen, are drawn up by the Commission staff using the following selection criteria:

- an appropriate range of competencies;
- an appropriate balance between academic and industrial expertise and users;
- a reasonable gender balance[4];
- a reasonable distribution of geographical origins of evaluators;
- regular rotation of evaluators.

---

[1] An independent expert is an expert who is working in a personal capacity and in performing the work, does not represent any organisation.

[2] For measures submitted through normal public procurement procedures, the Commission's normal rules for evaluating such measures will apply.

[3] OJ 247/2000 of 23 December 2000

[4] The European Communities pursue an equal opportunities policy. The Commission has set itself a target of evaluation panels comprising, if possible, 40% women.

The list of evaluators to be used for any particular evaluation session is decided by the relevant Director or duly appointed delegates. The names of the evaluators assigned to individual proposals are not communicated to third parties. The names of experts who took part in evaluations will be communicated to the members of the programme management committee, composed of national representatives.

2.3. Rotation principles

An adequate rotation of evaluators should be ensured. In general, Commission staff should ensure a renewal of at least a quarter of the evaluators used by a thematic priority/activity per calendar year.

2.4. Conflict of interest / confidentiality

When appointing an evaluator, the Commission staff must take all reasonable steps to ensure that he/she is not faced with a conflict of interest in relation to the proposals on which he/she is required to give an opinion. To this end, the Commission requires evaluators to sign a declaration that no such conflict of interest exists at the time of their appointment and that they will inform the Commission if one should arise in the course of their duties. The Commission must take all necessary actions to avoid conflicts of interest.

The terms of reference and a code of conduct for evaluators are sent to them before the evaluation of the proposals (see *Annex A)*. A declaration regarding conflict of interest and confidentiality is signed by evaluators (see *Annex B)*.

All evaluation records and reports, the proposals received and any other documentation relating to the evaluation of proposals shall be treated as strictly **confidential** by all nominated participants (the experts and the EC services) **during and after the evaluation** exercise.

All participants shall undertake not to convey any information pertaining to the evaluation process and to safeguard its confidential status in any consultation that may be carried out in order to fulfil the evaluation work.

> ***Note:*** **Consultation between the participants in this evaluation is permissible, but only within the limits and according to the rules detailed in this document. Confidentiality is assured as all participants are bound to respect the same confidentiality rules.**

Participants shall undertake not to make copies of documents other than those strictly necessary for the consultations required, to destroy any such copies as soon as they are not longer necessary for the evaluation and to return the originals to the EC services.

3. Evaluation Process

3.1. Overview of the evaluation process

The evaluation of the submissions received in response to the Call will be carried out through the following stages:

1. Opening, registration and acknowledgement of all submissions by EC staff.

2. Database capture and production of lists, statistics etc. by EC staff.

3. Verification of eligibility criteria of proposals by EC staff (see section 3.5.2).

4. Evaluation of proposals assisted by independent experts, including verification of eligibility of the proposals with respect to the scope and objectives of the Call.

5. Preparation of the evaluation records and summary reports detailing the outcome of the evaluation.

All eligible proposals are examined by the Commission assisted by evaluators for their conformity to the criteria set out in sections 3.5.2 (eligibility criteria), 3.5.3 (selection criteria), 3.5.4 (award criteria).

3.2. Registration of proposals and eligibility checks

Following registration and acknowledgement of all submissions, EC staff will undertake an initial administrative eligibility screening of all proposals. Copies of proposals which have passed the eligibility check will be passed on to the independent experts for their assessment. The eligibility checks that will be performed are described in paragraph 3.5.2.

The decision to exclude a proposal for failing the eligibility checks is taken by Commission staff.

3.3. Evaluation of proposals

The evaluation will encompass all the proposals that have been found to be administratively eligible. Each proposal will normally be examined by three experts (*evaluation team*). It is expected that up to 4-6 experts may participate in the evaluation process. They will be assisted by EC staff drawn from the relevant units of DG Information Society.

The evaluation will yield the following **outputs**:

- At least three *Individual evaluation* forms per proposal, reflecting the initial assessment of the proposal by its evaluators.

- One *Collective evaluation* form per proposal, reflecting the consensual view and assessment of each proposal by its evaluators

- One *Evaluation Summary Result* (ESR) form per proposal, documenting the overall consensus on the strengths and weaknesses of each proposal as reached through discussions within and across the action lines covered by the Call.

- One overall Report detailing the proposed ranking of all the eligible proposals on the basis of their comparative merits, and listing where appropriate aspects requiring special attention in ensuing negotiations.

  Nota bene: It is important to comply strictly with the above sequence for the production of the evaluation forms. In particular, the *Individual evaluation* forms must have been produced - and collated by EC representatives - before consensus meetings are undertaken.

Please note that part of the **ESR forms will be forwarded to the proposers**, and that the final Report and the ESRs may be disclosed to national representatives and other relevant government bodies. Finally, the ESR forms are a primary source of guidance for the Commission services during the **negotiation of contracts** with successful consortia.

3.4. Grouping of the Experts

For operational reasons, the external experts will be grouped in teams of at least three *evaluators*. Each evaluation team will assess a coherent set of proposals normally pertaining to one of the action lines. The team will be chaired by an EC official (*Project officer*). Teams will hold *consensus meetings* to agree on a consolidated view on each proposal.

The evaluation teams working on the same action line will be grouped in a ***Panel*** chaired by a EC Official (referred to as the *Area coordinator*) assisted by a *Panel Rapporteur* designated for that panel. Panel rapporteurs **do not assess** individual proposal

> ***Note: individual proposals*** **are assessed by an evalaution team that delivers the corresponding collective evaluation forms, while panels are to establish a** ***comparative analysis*** **and** ***ranking*** **of proposals** ***across*** **across action lines, and to deliver the corresponding ESRs.**

Once broad agreement has been reached on the proposals assessed by the evaluation teams in a given panel, the teams will meet under the chairmanship of the Area coordinator and undertake a comparative assessment and ranking of the proposals pertaining to that panel. The outcome of this discussion will be documented in the collective evaluation forms.

The panel rapporteurs will then meet with Area coordinators to establish a **final ranking** of all eligible proposals across panels and action lines. They will produce the overall evaluation report and quality-control all the forms and other records resulting from the previous sessions.

3.5. Evaluation criteria

3.5.1. General principles

The evaluation of project proposals will be based on the principles of transparency and equality of treatment. Each submission will be assessed on the basis of the evaluation criteria which are divided in three categories: eligibility checks, selection criteria and award criteria. Only proposals and applications meeting the requirements of the eligibility checks shall be subject to the evaluation process. The description of these criteria is presented below.

3.5.2. Eligibility checks

On receipt, all proposals and applications will be subject to an eligibility check, to ensure that they conform to the requirements of the Call, and to the submission procedure.

The following checks will be carried out:

a. Applicants will have to provide a declaration that they are not in any of the situations described below:

   – They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters;

   – They have been convicted of an offence concerning their professional conduct by a judgement which is not open for appeal;

- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating of the payment of social security contributions or taxes;
- They are guilty of serious misrepresentation in supplying the information required by the authorising department.

b. Timely delivery. Project proposals not meeting the deadline specified shall not be considered.

c. Signatures. Proposals must carry signatures by all consortium partners.

d. Consortium composition. Minimum two independent organisations established in participating countries for demonstration and feasibility projects. A single organisation established in a participating country for accompanying measures.

e. Proposal completeness. Proposals should provide all the information required in the Guide for proposers in the format indicated therein.

Deadlines are absolutely firm and are enforced to the minute. Normal delays that may be beyond the responsibility of the proposer or the carrier, such as delays of public and private transport (e.g. air traffic control, mechanical problems with planes, traffic congestion,..), strikes , failure of delivery services, breakdowns of computer systems, websites and software, etc. come within the normal risks that a sender must allow for when submitting a proposal and are not considered to constitute extenuating circumstances.

The decision to exclude a proposal for failing the eligibility checks is taken by the Commission.

3.5.3. Selection criteria

Proposers must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must demonstrate the professional competencies and qualifications required to complete the proposed project.

Selection criteria are hence divided into two parts:

Financial and operational capacity to carry out the project

- Capacity to cofinance the proposed project as demonstrated by the company accounts;
- Capacity to allocate adequate human resources to carry out the project in question;

Professional competencies and qualifications

- Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).

The opinion of experts might be requested for the application of the selection criteria.

3.5.4. Award criteria

Award criteria are grouped in four categories described below:

Quality, relevance, innovation and impact

- The quality of the proposed action and its relevance vis-à-vis the programme.
- The contribution of the action to achieving the objectives of the programme and the relevant action line(s) as set out in the call.
- The originality, degree of innovation and progress beyond the state of the art, taking into account the level of risk associated with the action.
- The expected impact of the proposed action and its viability beyond the phases of work sponsored by the European Union.

European added value and contribution to relevant policies

- The European dimension of the issue(s) addressed, and the extent to which the proposed action would contribute to tackling them at European level.
- The European added value of the consortium behind the proposal, including the need to reach an adequate critical mass in human and financial terms, and the combination of complementary expertise and resources available in different organisations.
- The contribution of the action to the implementation of relevant EU policies or to addressing problems connected with standardisation and regulatory matters, and the appropriateness of the action from an ethical point of view.

Contribution to economic development and social objectives

- The strategic impact of the proposed action and its potential to improve competitiveness and promote the development of digital content markets, including export potential.
- The potential contribution of the action to socio-economic growth, employment prospects and skills development.
- The contribution of the proposed action to improving the quality of life of European citizens and their access to high-quality information.

Partnership, resources and management

- The quality of the partnership and the involvement of other actors in the field where appropriate, including relevant experience of proposers.
- The business plan or the content reuse presented, sales strategies, the market size and possible commercial prospects where applicable.
- The adequacy of the chosen approach, methodology and work plan for achieving the objectives stated in the submission.

- The quality of the proposed management and working arrangements, in particular, the appropriateness, clarity, consistency, efficiency and completeness of the proposed approach and tasks, the scheduling arrangements and the associated co-ordination and reporting structures.

- The adequacy of the measures foreseen for monitoring progress and assessing intermediate and final results, including monitorable indicators of performance and impact.

3.5.5. Weighting of award criteria for project proposals applications

The respective weighting of the four categories of award criteria is:

– Quality, relevance, innovation and impact	35%
– Partnership, resources and management	35%
– European added value and contribution to relevant policies	15%
– Contribution to economic development and social objectives	15%

3.6. Individual Evaluation

Each evaluator shall assess the proposals that have been assigned to him/her according to the evaluation criteria. At any time during this phase, the evaluator may contact the EC project officer in charge of the evaluation team but he/she will be required not to discuss any aspects of the proposal with the other evaluators since at this stage the evaluation is to be carried out on a purely individual basis.

> *Note:* If the evaluators are of the opinion that a given proposal falls outside the scope of the Call, they can indicate this on the individual evaluation form. If all the members of the evaluation panel agree as to the ineligibility of the proposal, their view will be recorded in a Content Eligibility Form and in the collective evaluation form and the proposal will not be evaluated in full.

A form is used by each of the evaluators when assessing a given proposal on their own. The evaluators will then give the completed and signed individual evaluation forms (one per proposal) to their project officer. The quantitative rating of proposals is intended to give a synthetic indication of the perceived level of quality, effectiveness and impact of the proposal under consideration. Narrative comments should be reasonably brief and meant to provide input for ensuing discussions with the other members of the evaluation panel.

Evaluators should not hesitate to use the full range of points available to them when evaluating proposals. If a particular feature of a given proposal is excellent, then the maximum number of points should be awarded. It should also be noted that evaluators are expected to provide adequate **comments** next to each criterion.

3.7. Collective Evaluation

When all the individual evaluation forms have been collated, the project officer will call a meeting of the evaluation team (triplet). The evaluation team will then carry out an overall assessment of each proposal with the aim of achieving consensus on all its aspects. This will result in the completion of the *Collective Evaluation Form* (one per proposal) and the if necessary a *Content Eligibility Form*, which shall be signed by all the members of the evaluation team.

Apart from a quantitative and qualitative assessment of individual features of the proposal, the collective evaluation form provides room for narrative comments, and especially for a *strengths and weaknesses* analysis which is of particular importance when the overall evaluation of a proposal is good or very good, but where, at the same time, there are one or more specific aspects which may affect the final decision or which are in need of improvement. An example of this would be a technically sound proposal where the amount of funding requested is unrealistically high. Another example might be where an otherwise excellent proposal is falling notably short on one important aspect.

The collective evaluation forms will be handed over to the EC project officer who will then call a meeting of the panel. On the basis of the outcome of the meeting, the rapporteur will then produce an ESR form giving a final assessment of each proposal.

This form has a similar layout as the individual evaluation form, and is used by the members of an evaluation panel to reflect their collective views on a given proposal. As such, it provides key information for the Commission services when undertaking the negotiation of a contract with a successful consortium. Evaluators should bear this in mind when filling out the various fields.

The final proposal report must be in a form that represents the advice of the evaluators to the Commission. Proposers will receive an Evaluation Summary Report (ESR) based on the final proposal report. As a minimum the ESR must reflect the evaluators' views (via comments and marks) on each criteria as well as provide overall comments (including proposals for modifications and possibilities for clustering/fusion with other proposals) and a final overall score for the proposal. The Commission services must ensure proper quality control of the ESRs. The comments should support the scores agreed.

3.8. Ranking list

Following the individual evaluation and the consensus for all proposals and panel discussions if they have been convened, the Commission authorising officer draws up a draft ranking list, which reflects the outcome of the evaluations.

3.9. Role of the EC officials

European Commission officials will chair the evaluation panels and meetings during the evaluation process. Evaluators and rapporteurs will collaborate with EC staff (project officers and area coordinators) during the evaluation process. Amongst other, the role of EC staff will be to ensure a balanced, competent and transparent evaluation process, in particular:

- To prevent any direct or indirect conflict of interest;
- To enforce confidentiality;
- To ensure an adequate documentation of the evaluation results vis-à-vis proposers and other relevant parties.

The area coordinators will **sign** the final evaluation records (ESRs) together with the rapporteurs. The members of the evaluation committee will sign the overall evaluation report.

3.10. Proposal marking

Each award criterion is in general marked by the evaluators on a six-point scale from 0 to 5. In this scheme, the scores indicate the following with respect to the criterion under examination:

0 -	***the proposal fails to address the issue under examination or can not be judged against the criterion due to missing or incomplete information***
1 -	***poor***
2 -	***fair***
3 -	***good***
4 -	***very good***
5 -	***excellent***

An additional feature of the procedure as described is to allow the evaluators to reflect on the individual criteria and, by giving them each a mark, to provide a base line for subsequent tracking of quality indicators throughout the life of projects. Evaluators are encouraged to "look at the larger picture" and score the proposal against the important blocks of criteria as a whole, rather than applying a "mechanical" process of adding the marks for individual criteria.

4. Briefings of the evaluators

All evaluators are briefed before the evaluation by Commission staff, orally or in writing, in order to inform them of the general evaluation guidelines and the specific conditions of the call. Further meetings to check progress and address any problems encountered during the evaluation will be held throughout the evaluation week.

5. Follow-up

This section describes the subsequent phases of the evaluation process. This is intended as a general background to the procedures followed in the evaluation process.

5.1. Commission priority list and Commission rejection decision

On the basis of the recommendations of the evaluators, the Commission authorising officer draws up (a) final list(s) ranked, if appropriate, in priority order of all the proposals evaluated. Normally, this ranking follows the marks received and any advice from the evaluators concerning the priority order for proposals.

In drawing up the final ranked list, the Commission authorising officer also takes into account the programme priorities (for example, coverage of the programme objectives, compatibility with stated Community policy objectives, if appropriate). For these reasons, it may be decided not to rank the proposals in the evaluators' priority order. In this instance, the reasons for choosing a different ranking are fully set out in writing by the Commission authorising officer at the moment of preparing the final ranked list.

The Commission authorising officer draws up a list of proposals to be rejected. This list comprises all proposals found to be ineligible, out of scope and those which, because they fall below a certain ranking, cannot be funded for budgetary reasons. The Commission authorising officer also reserves the right to reject proposals below a given rank when it is considered that the level of quality (regardless of budget availability) is not adequate. The list of proposals to be rejected takes into account the budget available (which is set out in the call for proposals). If necessary, a number of proposals are kept in reserve to allow for withdrawal of proposals and/or savings to be made during contract negotiation.

Following an appropriate consultation of the Commission services on the final ranking and the rejection list, the decision on proposal rejection is taken by the Commission.

Immediately after this decision, coordinators of rejected proposals are informed in writing of the Commission's decision. The letter informing them also includes an explanation of the reasons for rejection.

5.2. Commission selection decision

Following its preparation by the Commission authorising officer, the coordinators of all proposals on the priority list (i.e. those not rejected and for which funding is available) are contacted to be invited for negotiations. They receive requests for further administrative information necessary for the preparation of a project contract. A deadline for replying to any request for further information is given, beyond which, if the information is not received, the Commission may terminate discussions on contract preparation and reject the particular proposal. This extra information includes that necessary for establishing the legal identity of the contract partners and the potential availability of all the necessary resources to carry out the project.

Among the items to be dealt with in the negotiation phase are an examination of the costs proposed in relation to the resources requested and the detailed technical work to be carried out. In discussing these items with proposers, the Commission staff takes account of the comments of the evaluators. In addition, any arrangements for possible clustering/coordination and/or fusion of projects are dealt with in this phase, as well as clarifications regarding, in particular, ethical issues.

Once the contractual details have been finalised with the proposers and all the necessary checks carried out, a draft selection decision is prepared by the Commission authorising officer. This is adopted by the Commission following normal internal procedures. Once the appropriate selection decision has been taken, the contract is sent for signature. If it proves impossible to reach agreement with any proposers on modifications to their proposal in line with the outcome and recommendations from the proposal evaluation, and within a reasonable time (to be indicated by the Commission), negotiations on contract preparation may be terminated and the proposal rejected by Commission decision.

The coordinators of any proposals held in reserve (in case of the failure of negotiations on projects in the main priority list, withdrawal of proposals or savings being made in contract negotiation) receive confirmation that negotiations with a view to preparing a contract may be offered, but only if further funding becomes available. This confirmation also indicates a date, after which no further offers of negotiations are likely to be made

When the budget for the particular call has been used up, any proposals remaining from the "reserve" which it has not been possible to fund are rejected by a decision of the Commission as set out above and the coordinators informed.

5.3. Reporting on the evaluation process

Following each evaluation session, an overall report is prepared by the Commission services and made available to the programme committee. The report gives general statistical details on the proposals received (number, priority themes covered, categories of proposers, budget requested, etc.) and those selected, on the evaluation procedure and on the evaluators - number, disciplines represented, nationality, gender, etc.

Annex A

Terms of Reference and Code of Conduct for Evaluators

1. The task of an evaluator is to participate in a confidential, fair and equitable evaluation of each proposal according to the procedures described in this guide and in any programme-specific evaluation document. He/she must use his/her best endeavours to achieve this, follow any instructions given by Commission staff to this end and deliver a constant and high quality of work.

2. The evaluator works as an independent person. He/she is deemed to work in a personal capacity and, in performing the work, does not represent any organisation.

3. The evaluator must sign a declaration of conflict of interest and confidentiality before starting the work.

4. In doing so, the evaluator commits him/herself to strict confidentiality and impartiality concerning his/her tasks. Invited experts who do not sign the declarations will not be allowed to work as an evaluator. If an evaluator has a direct or indirect link with a proposal, or any other vested interest, is in some way connected with a proposal, or has any other allegiance which impairs or threatens to impair his/her impartiality with respect to a proposal, he/she must declare such facts to the responsible Commission staff as soon as he/she becomes aware of this. In addition the evaluator signs a declaration at the bottom of the individual evaluation report for each proposal that he/she examines for the Commission notifying that no conflicts of interest for this particular proposal exist. The Commission staff ensures that, where the nature of any link is such that it could threaten the impartiality of the evaluator, he/she does not participate in the evaluation of that proposal, and, if necessary, competing proposals.

5. Evaluators may not discuss any proposal with others, including other evaluators or Commission staff not directly involved in the evaluation of the proposal, except during the formal discussion at the meetings moderated by or with the knowledge and agreement of the responsible Commission staff.

6. Evaluators may not communicate with proposers, except in the case of panel hearings between evaluators and proposers organised by the Commission as part of the evaluation process. No proposal may be amended during the evaluation session. Evaluators' advice to the Commission on any proposal may not be communicated by them to the proposers or to any other person.

7. Evaluators are not allowed to disclose the names of other evaluators participating in the evaluation. The Commission services make public lists of names of evaluators at regular intervals without indicating which proposals they have evaluated.

8. Where it has been decided that proposals are to be posted or made available electronically to evaluators, who then work from their own or other suitable premises, the evaluator will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and erasing or destroying all confidential documents or files upon completing the evaluation. In such instances, evaluators may seek further information (for example through the internet, specialised databases, etc.) in order to allow them to complete their examination of the proposals, provided that the obtaining of such information respects the overall rules for confidentiality and impartiality. Evaluators may not show the contents of proposals or

information on proposers to third parties (e.g. colleagues, students, etc.) without the express written approval of the Commission. It is strictly forbidden for evaluators to make contact with proposers.

9. Where the evaluation takes place in an office or building controlled by the Commission, evaluators are not allowed to take outside the evaluation building any parts of proposals, copies or notes, either on paper or in electronic form, relating to the evaluation of proposals. Evaluators have the possibility of seeking further information (for example through the internet, specialised databases, etc.) to allow them to complete their examination of the proposals, but they may not contact third parties without the express consent of the Commission staff supervising the evaluation.

10. In the evaluation premises, evaluators must always wear visibly the badge provided to them at the beginning of the evaluation. Without badges, entrance to premises is not allowed without special permission from the relevant Commission staff. Badges should be returned to the evaluation organiser by the evaluator, when leaving on the last day of the evaluation period.

11. Evaluators are required at all times to comply strictly with any rules defined by the Commission services for ensuring the confidentiality of the evaluation process. Failure to comply with these rules may result in exclusion from the immediate and future evaluation processes.

Annex B

Conflict of Interest and Confidentiality Declaration

(Please tick whichever is applicable)

I, the undersigned, confirm that I have read , understood and accepted the terms of reference and code of conduct for evaluators.

☐	I declare that I have not submitted, nor am I, to my knowledge, directly or indirectly involved, in any proposal submitted for evaluation under the ……Call for Proposals.

☐	I declare that my participation in the evaluation of the following proposal(s) could create a conflict of interest:

Acronym	*Title*	*Area*
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

I undertake to inform the Commission staff immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting at which I am present.

I declare that I will not reveal any detail to third parties of any proposal submitted for evaluation without the express written approval of the Commission. In case of evaluation outside Commission controlled premises, I understand that I will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for erasing or destroying all confidential documents or files upon completing the evaluation, unless otherwise instructed.

Signed .....

Name.....

Date .....

3.1. Evaluation Form

- Formal and content eligibility

- Individual and collective evaluation

- Evaluation summary report

Formal eligibility of proposals

For official Commission use only

Demonstration project ☐	**Feasibility project** ☐	**Accompanying measure** ☐

Proposal Acronym:		**Proposal Number:**	
EC Official:		DG/Unit:	**DG INFSO E4**
Date:		Signature:	

Eligibility criteria	**YES**	**NO**
Timely submission of proposals		
- Date of reception of proposal before deadline for reception		
If NO: Comments:		
Proposal signatures min. A1, A2 by co-ordinator + A1, A2 by another eligible partner + A3s		
- Administrative forms signed bycoordinator and min. 1 eligible participant		
If NO: Comments:		
Completeness of proposal		
1. All parts A, B, C		
2. DECLARATION OF CONFORMITY (no bankrupt, offence, misconduct, payment disorders regarding taxes, social security)		
3. Profit and loss accounts		
If NO: Comments:		
Eligibility of consortium (min. 2 participating countries EU/EFTA/Slovenia, Malta, Estonia, Latvia, Poland, Hungary, Romania and Czech republic)		
If NO: Comments:		
OVERALL ELIGIBILITY:		
If NO: Comments:		

CONTENT ELIGIBILITY FORM

Demonstration project ☐	**Feasibility project** ☐	**Accompanying measure** ☐

Proposal No.:		**Proposal Acronym:**	
Area Responsible:			
Signature:		Date:	
Rapporteur:			
Signature:		Date:	

Eligibility criteria	**YES**	**NO**
Does the proposal fall within the scope of the Call?		
If NO: Comments:		
If the proposal is only partially in line with the Call, does it have sufficient merit to be considered in its entirety or in part?		
If NO: Comments:		
OVERALL ELIGIBILITY:		
If NO: Comments:		

Individual Evaluation Form

Demonstration project ☐	**Feasibility project** ☐	**Accompanying measure** ☐

Action Line:		**Proposal No.:**	
Proposal Acronym:			
Evaluation Team:		**Evaluator:**	
Date:		**Signature:**	

Selection criteria aim at demonstrating stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must demonstrate the professional competencies and qualifications required to complete the proposed project.	**Adequate**	**Inadequate**
1. Financial and operational capacity to carry out the project		
1.1. Capacity to cofinance the proposed project as demonstrated by the company accounts		
1.2. Capacity to allocate adequate human resources to carry out the project in question		
If inadequate, please specify (e.g. should the proposers be requested for further evidence)		
2. Professional competencies and qualifications Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).		
If inadequate, please specify:		

Content of the proposal: Does the proposal fall within the scope of the call?	**YES**	**NO**
If NO, please specify:		

Use scores: 0 Unsatisfactory 1 Poor 2 Fair 3 Good 4 Very good 5 Excellent

Overview	**Score**		**Weighted score**
Quality, relevance, innovation and impact		x 3,5 =	
Partnership, resources and management		x 3,5 =	
European added value and contribution to relevant policies		x 1,5 =	
Contribution to economic development and social objectives		x 1,5 =	
Cumulative score			
Weighted score (Cumulative score/10)			

Overall assessment of the proposal:

Quality, relevance, innovation and impact (Weighting of criteria 35%)	
(a) The **quality** of the proposed action and its **relevance** vis-à-vis the Programme. (b) The contribution of the action to achieving the **objectives** of the **Programme** and the relevant action line(s) as set out in the **Call**. (c) The **originality**, degree of **innovation** and **progress** beyond the state of the art, taking into account the level of risk associated with the action. (d) The **expected impact** of the proposed action and its **viability** beyond the phases of work sponsored by the European Union.	
Comments:	

Partnership, resources and management (Weighting of criteria 35%)	
(a) The **quality** of the partnership and the involvement of other actors in the field where appropriate, including relevant experience of proposers. (b) The **business plan** or the content reuse presented, sales strategies, the market size and possible commercial prospects where applicable. (c) The **adequacy** of the chosen approach, methodology and work plan for achieving the objectives stated in the submission. (d) The **quality** of the proposed management and working arrangements, in particular, the **appropriateness**, **clarity**, **consistency, efficiency and completeness** of the proposed approach and tasks, the scheduling arrangements and the associated co-ordination and reporting structures. (e) The **adequacy** of the measures foreseen for monitoring progress and assessing intermediate and final results, including monitorable indicators of performance and impact.	
Comments:	

European added value and contribution to relevant policies (Weighting of criteria 15%)	
(a) The **European dimension** of the issue(s) addressed, and the extent to which the proposed action would contribute to tackling them at **European level**. (b) The European **added value** of the consortium behind the proposal, including the need to reach an adequate **critical mass** in human and financial terms, and the combination of complementary expertise and resources available in different organisations. (c) The contribution of the action to the implementation of relevant **EU policies** or to addressing problems connected with **standardisation and regulatory matters**, and the appropriateness of the action from an **ethical point of view**.	
Comments:	

Contribution to economic development and social objectives (Weighting of criteria 15%)	
(a) The **strategic impact** of the proposed action and its potential to improve **competitiveness** and promote the **development** of digital content markets, including export potential. (b) The potential contribution of the action to socio-economic **growth**, **employment** prospects and **skills** development. (c) The contribution of the proposed action to improving the **quality of life** of European citizens and their access to **high-quality information**.	
Comments:	

Pursuant to point 4 of the Code of Conduct for Independent Experts Appointed as Evaluators, I hereby declare that no conflict of interest exists with this particular proposal.	Signature:

Collective Evaluation Form

Demonstration project ☐	**Feasibility project** ☐	**Accompanying measure** ☐

Action Line:		**Proposal No.:**	
Proposal Acronym:			
Date:		**Panel:**	
Evaluator1:		**Signature:**	
Evaluator2:		**Signature:**	
Evaluator3:		**Signature:**	

Selection criteria aim at demonstrating stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must demonstrate the professional competencies and qualifications required to complete the proposed project.	**Adequate**	**Inadequate**
1. Financial and operational capacity to carry out the project		
1.1. Capacity to cofinance the proposed project as demonstrated by the company accounts		
1.2. Capacity to allocate adequate human resources to carry out the project in question		
If inadequate, please specify (e.g. should the proposers be requested for further evidence)		
2. Professional competencies and qualifications Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).		
If inadequate, please specify:		

Content of the proposal: Does the proposal fall within the scope of the call?	**YES**	**NO**
If NO, please specify:		

Scores: 0 Unsatisfactory 1 Poor 2 Fair 3 Good 4 Very good 5 Excellent

	Score		Weighted score
Quality, relevance, innovation and impact		x 3,5=	
Comments:			
Partnership, resources and management		x 3,5 =	
Comments:			
European added value and contribution to relevant policies		x 1,5 =	
Comments:			

Contribution to economic development and social objectives		x 1,5 =	
Comments:			
Weighted score (cumulative score/10)			
Overall assessment of the proposal (including proposals for modifications)**:**			

Additional remarks addressed to the EC staff only:

EVALUATION SUMMARY REPORT

Demonstration project ☐	**Feasibility project** ☐	**Accompanying measure** ☐

Action Line:		**Proposal No.:**	
Proposal Acronym:			
Panel:		**Date:**	
Signature Action Line responsible		**Signature Rapporteur**	

Selection criteria aim at demonstrating stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must demonstrate the professional competencies and qualifications required to complete the proposed project.	**Adequate**	**Inadequate**
1. Financial and operational capacity to carry out the project		
1.1. Capacity to cofinance the proposed project as demonstrated by the company accounts		
1.2. Capacity to allocate adequate human resources to carry out the project in question		
If inadequate, please specify (e.g. should the proposers be requested for further evidence)		
2. Professional competencies and qualifications Documented relevant experience in the field of the proposed action (e.g. academic qualifications or previous projects).		
If inadequate, please specify:		

Content of the proposal: Does the proposal fall within the scope of the call respectively of the action line and does it comply with the formal conditions stipulated in the call.	**YES**	**NO**
If NO, please specify:		

Scores: 0 Unsatisfactory 1 Poor 2 Fair 3 Good 4 Very good 5 Excellent

Quality, relevance, innovation and impact	**Score**	
Comments:		
Partnership, resources and management	**Score**	
Comments:		
Community added value and contribution to relevant policies	**Score**	
Comments:		
Contribution to economic development and social objectives	**Score**	
Comments:		
Overall score (cumulative score/10)		
Overall assessment of the proposal (including proposals for modifications)**:**		

Additional remarks addressed to the EC staff only:

3.2. Conflict of interest

Evaluation of proposals resulting from the continuous submission scheme of the call for proposals published 20 December 2002 (OJ C 320)

Declaration of Confidentiality and No Conflict of Interest

(Please tick whichever is applicable)

I, the undersigned, confirm that I have read and understood the terms of reference and code of conduct (Annex I of the Appointment Letter) related to the performance of the evaluation tasks

☐ I declare that I have not submitted, nor am I, to my knowledge, directly or indirectly involved, in any : *proposal submitted for evaluation under the …… Call for Proposals.*

☐ I declare that my participation in the evaluation of the following project(s)could create either a direct or an indirect conflict of interest with the following:

Acronym	Title	Area
……....	.....	.....
.....	.....	.....
.....	.....	.....
....……...	.....	.....
….....…	.....	.....

In particular, I undertake to inform the Commission staff immediately if I discover any conflict of interest, direct or indirect, with any proposal that I am asked to evaluate or which is the subject of discussion in any evaluation meeting at which I am present.

I also declare that I will not reveal any detail of the evaluation process and its outcomes or of any proposal submitted for evaluation without the express written approval of the Commission.

Signed .....

Name .....

Date .....

3.3. Questionnaire

EVALUATION QUESTIONAIRE

Dear Evaluator,

We would like to thank you for your excellent work over the evaluation period. We are most interested in your views on all aspects of the Evaluation and would appreciate it if you could take a few moments to complete this form (yes, yet another one!). Your views are valuable and will help us to improve the Evaluation process.

(please tick off the Y or N option or type in N/A for not-applicable)

1. Invitation, Registration and Briefing:

- Invitation: Clear? __ Timely ? __
- Registration and Welcome : Efficient? __ Friendly? __
- Briefings: Clear? __ Complete? __ Timely ?__ Useful?

Comments : _____

_____

_____

2. Evaluation Procedures:

- Evaluation Manual: Clear? Y __ N__ Complete? Y __ N __
- Forms: Clear? __ Concise? __ Not easy to comprehend? __
- Evaluation criteria: Adequate? __ Comprehensive? __
- Weightings: Appropriate? Y __ N __
- Reading: Sufficient time? Y __ N __
- Consensus meetings: Sufficient time? __ Effective? __

Comments :_____

_____

_____

_____

3. Panel meetings:

- Explanation on the panel meetings: Clear and complete? Y __N __
- Discussions: Clear and Concise? Y __ N __
- Points were clearly presented?: Y __ N __
- Outcome followed discussion naturally? Y __ N __
- Enough time for the panel meeting? Y__ N __

Comments :_____

_____

_____

4. Evaluation process:

- Provides reliable results? Y __ N __
- Transparent? Y __ N __
- Effective? Y__ N __
- Confidential? Y __ N __
- Security was good? Y __ N __
- Interaction with Commission staff. Good __ Bad __
- Interaction with other evaluators. Good __ Bad __
- Team spirit was present? Y __ N __

Comments : _____

_____

_____

5. Logistics:

- Access to the building was easy? Y __ N __
- Evaluation space was adequate? Y __ N __
- Catering was good and fresh? Y __ N __

Comments :_____

_____

_____

_____

6. Informatics

Was the evaluation software easy to use? Y __ N __

Were printing facilities adequate? Y __ N __

Was Internet connection adequate to the needs? Y __ N __

Was private access to e-mail/internet catered for? Y __ N __

7. Suggestions (practicalities, how to improve submission/evaluation procedure/quality of proposals etc.) :

THANK YOU

4.1. Call for applications for inclusion on lists of evaluators and reviewers in the framework of the eContent programme. OJ 23.12.2000 S 247-158553

Show data

23/12/2000 S247 Community Institutions - Commission - Services - General information

---

B-Brussels: call for applications for inclusion on lists of evaluators and reviewers in the framework of the eContent programme

2000/S 247-158553

European Commission, B- Brussels.

1.

The Directorate-General Information Society of the European Commission invites applications with a view to drawing up lists for the provision of services involving assistance with the technical evaluation and reviews of proposals and the mid-term and final reviews of the proposed multi-annual Community programme to stimulate the development and use of European digital content on the global networks and to promote the linguistic diversity in the emerging information society (COM(2000) 323 Final of 24.5.2000 http://europa.eu.int/comm/information_society/econtent/com2000323_en.htm) (eContent) and reviewing legacy projects of the related preparatory actions (Item B5-334 of the General Budget of the European Union, year 2000) as well as of the INFO2000 (INFO2000 (1996-1999), a programme aimed at stimulating the development and use of multimedia content - Council Decision 96/339/EC of 20.5.1996 (OJ L 129, 30.5.1996, p. 24) and MLIS (Multilingual Information Society Initiative (1996-1999) - Council Decision 96/664/EC of 21.11.1996 (OJ L 306, 28.11.1996, p. 40) programmes.

The eContent programme proposal consists of 3 main action lines:

- stimulating the exploitation of public-sector information;

- enhancing linguistic and cultural customization;

- supporting market enablers.

2.

The applicants selected by the Commission for inclusion on the panels of experts will perform the following tasks:

a) Technical assistance with evaluating proposals submitted in response to the calls for proposals published within the context of the eContent, as referred to in point 1.

The evaluators will judge the proposals on the basis of the evaluation criteria specified in the calls and in the information dossiers accompanying them. The evaluation will be carried out on a strictly confidential basis. The Commission will not give proposers information on the evaluators involved in judging their proposal.

b) Technical assistance in the review of projects supported under the eContent programme, preparatory actions and main programme, as well as INFO2000 and MLIS programmes. Reviews may be required

in order to verify the achievements of such projects and assess the extent to which the programme objectives have been attained. They are carried out by independent experts chosen on the basis of their widely-recognized experience and competence.

c) Technical assistance to Commission officials in the context of the mid-term and/or final review of the eContent programme.

A limited number of independent senior experts may be required to review and evaluate the eContent programme at mid-term and at the end of the programme. These evaluators will be required to examine the performance of the programme with reference to its formal objectives, evaluating the impact of the various initiatives and providing proposals for adjusting the orientation of the plan.

The abovementioned tasks concern the fields referred to in the work programmes of the eContent programme. The evaluation and review work include making recommendations on ways to gear the programme and projects towards maximum achievement of their aims.

Place of provision of services is Luxembourg and/or Brussels, as a rule. If necessary, visits to specific sites may be envisaged.

Applicants who are already on the lists of experts drawn up for the implementation of other Community programmes and who wish to participate in this call for applications must submit a fresh application.

3.

Requirements:

Nationals of a Member State of the European Union, the EEA States of Norway, Iceland and Liechtenstein or the CEEC States (provided that an agreement between the EU and EEA and the CEEC countries concerning participation in the eContentprogramme comes into effect) are eligible to apply. Applications from nationals of other States are accepted but will be only used according to specific needs.

The applicants must:

- have a university degree or a professional qualification in a relevant subject;

- provide evidence of appropriate competence in 1 or more of the themes addressed or activities to be undertaken in the areas referred to in point 1, notably solid experience and expertise in the fields of access and exploitation of public-sector information, linguistic and cultural customization, market enablers and investment practices;

- indicate any possible implication in future proposals or ongoing projects of eContent programme, in order to avoid any conflict of interests;

- have access to electronic message system facilities and websites.

The Commission will also take into account the applicants' abilities to appreciate the impact of digital services and products and their industrial and/or socio-economic effects in the market place. Good comprehension of European and global dimension is considered as added value.

4.

Applications must be submitted in accordance with the procedure set out below.

The application form includes a curriculum vitae whose format must be complied with. The application form, CV model and detailed information package are available from the following website area:

http://www.cordis.lu/econtent/evaluators.htm.

They are also available on request from:

European Commission, DG Information Society D-1, 'eContent experts', EUFO 1181, L-2920 Luxembourg. Fax: (352) 43 01-349 59. Electronic mail: econtent@cec.eu.int.

When requesting information through means other than downloading from the website, candidates are to do so in writing, specifying clearly the following compulsory data:

Surname, first name (for companies, full corporate name), full address, telephone and fax numbers and electronic address.

The application must be completed in 1 of the official languages of the European Union and be delivered to the abovementioned facilities:

- either by registered letter, with acknowledgement of receipt;

- or by private courier service or by hand, in return for an acknowledgement of receipt.

Envelopes must carry the following reference: 'Call for applications for expert evaluators and reviewers'.

5.

Applications relating to this call for applications for inclusion on lists of experts can be sent during 5 years from the date of publication. The list resulting from this notice will be used exclusively for the tasks as indicated in point 2 that relate to the eContent programme or its follow-on and/or spin-off activities, and will remain valid 6 years from the date of publication of the call, subject to the approval by the council of the eContent programme as proposed.

A first selection for admission to the list will be made on the basis of applications received by 31.3.2001 at the latest, and on the basis of criteria referred to in point 3. Updates will be carried out periodically by the Commission, as needed.

The Commission will ensure that the selections are set up in a balanced way, ensuring an adequate combination of experience and new competencies, and that there is an appropriate rotation of experts. It will take account of applicants' geographical origin and professional background. The Commission also seeks the balanced participation of women and men.

6.

To ensure the independence of works described in point 2, on conclusion of their contract the experts selected will have to sign a declaration certifying that there is no conflict of interests between the work for which they are selected and the posts they occupy. Throughout carrying out the tasks they must demonstrate the appropriate devotion to duty and observe confidentiality of the information and documents brought to their attention during the process.

7.

Expert contracts may be signed either by the applicants selected or, in the event that they are employed by a legal entity, by an authorized representative of the entity. The applicants selected will be remunerated in accordance with the scale valid at the time of signature of the contract (e.g. 1999, a daily rate of 250 EUR for natural persons and 450 EUR for legal entities was applied). Their travel and subsistence expenses will be reimbursed on the basis of the provisions in force within the Commission.

Show data

4.2. List of selected evaluators performing the task

Selected evaluators for 15-19 September 2003

surname	firstname	nationality	gender	Action Line
Henriot	Marc Pierre	FR	Male	1
Penfold	David William	UK	Male	1
Rezec	Irena	SI	Female	1
Haubold	Ines	DE	Female	2
Kalfon	Marcel	FR	Male	2
Sousa	Luís Brites de	PT	Male	2
Bandelli	Andrea	IT	Male	Rapporteur

4.3. CVs

eContent

September 2003

Evaluation Experts

Surname **Bandelli** **Gender:** Male

Firstname: **Andrea** **Birthdate:** 15121970

Address: 1017MA Amsterdam NL **E-mail:** andrea@bandelli.com

Highlights: I am specialized in collaborative projects for major European science museums. Responsibility over content interfaces multi lingual support co-ordination of local development groups.

Yearswork: 5 **Organisation type:** Private non-profit

Sector expertise

1:	Arts & culture
2:	Education and training
3:	
4:	
5:	
6:	
7:	
8:	
9:	
10:	
11:	
12:	Publishing and content supply
13:	
14:	
15:	
16:	
17:	Other:

Functional expertise:

1:	Awareness and dissemination
2:	
3:	
4:	Content and services
5:	
6:	Interaction and interfaces
7:	
8:	
9:	
10:	
11:	
12:	

Interests:

AL 1:	**1:**	**AL2:**	**6:**	Multilingual content products and services
	2:		**7:**	
	3:		**8:**	
	4:		**9:**	Multilingual content access and interfaces
	5:			
AL3:	**10:**	**General:**	**16:**	Internet and media technologies
	11:		**17:**	
	12:		**18:**	
	13:			
	14:			
	15:			

Most recent positions:

Title:	Self employed	**Period:**	011999 - -
Organisation:	Apres Tendance	PCC	1-10

Description: My own consulting company for museums. Currently working for the Province of Torino and At-Bristol among others.

Title: Internet specialist **Period:** 101995 - 011999

Organisation: newMetropolis PNP 51-500

Description: Concept and development of interactive information systems for a science center focus on education.

Title: Interactive education manager **Period:** 041994 - 101995

Organisation: Laboratorio dell'Immaginario Scientifico PNP 11-50

Description: Development of interactive electronic systems for education - mainly schools.

Education: Postgraduate course in communication of science July 1997 30/30. Thesis: "The knowledge agency: a new role for science museums". International School for Advanced Studies (ISAS-SISSA) Trieste Italy University degree in Economics November 10 1994 110/110. Thesis: "Multimedia information systems as marketing tools for scientific communication". University of Trieste. Seminar "EVA 95-Electronic imaging for the Visual Arts" London 24-30 July 1995. Seminar "New Media Forum" by Apple Computer Adobe Wired Macromedia Cannes 3-4 May1995. World Wide Web Days CERN Geneva 8-9 March 1995. Seminar "Information Technologies: scientific and cultural prospects" Fondazione IBM Italia Spoleto 5-10 September 1993.

Publications: Publications "Lessons from Laboratorio dell'Immaginario Scientifico" - Informal Science issue n. 20 pg. 4 (Sept. Oct. 1996) - Washington DC. "Net Gains" - Spectra the Museum Computer Network magazine Winter 1996/97 issue (vol 24 2) p30-33 Ottawa (with James Bradburne). "Turning information into knowledge" - Here and Now pg. 181 Science Museum London 1996 (with James Bradburne). "newMetropolis: de website als virtueel science center" - Nieuwemedia in musea pg. 83 Rijksbureau voor Kunsthistorische Documentatie Den Haag 1997 (with John Leek). "Un progetto per il museo Revoltella di Trieste" - QuadernoStudio-Cultura Veneta di Confine nel Tempo dell'Evoluzione Elettronica p. 31 Tullio Reggente editore Trieste 1997 (with Antonella Varesano). "Distance ! education in Brazil" - ECSITE newsletter issue n. 33 winter 1997 pag. 10 - Cardiff UK. "Internet al museo" - Scienza Nuova/New Scientist n. 2 p. 26. Asterios Editore Trieste 1998. "Didattica senza frontiere" - Scienza Nuova/New Scientist n. 7 p. 30. Asterios Editore Trieste 1998. "Comunità elettroniche" - Siecnza Nuova/New Scientist n. 5 p. 28. Asterios Editore Trieste 1998. "Perché si è arenato il newMetropolis" - Il sole 24 ore 14/2/99 pag. 38. "Virtual Spaces and Museums" - Journal of Museum Education Volume 24 number 1 and 2 pg. 20 - Washington DC.

Other: *Extensive personal and professional knowledge of science centers and their main networks. * Extensive experience in multicultural environments * Several articles published and presented at international congresses (see attached list) * Very good understanding of Internet and IT

Languages:

Danish:	(Not Answered)	**German:**	(Not Answered)
Greek:	(Not Answered)	**English:**	Good
Spanish:	(Not Answered)	**Finish:**	(Not Answered)
French:	Passive	**Icelandic:**	(Not Answered)
Italian:	Good	**Dutch:**	Good
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)

Swedish: (Not Answered)

Other (which): (Not Answered) (Not Answered)

Surname **Haubold** **Gender:** Female

Firstname: **Ines** **Birthdate:** 161160

Address: A-6020 Innsbruck AT **E-mail:** IH@chello.at

Highlights: TEST - Technologies for European Surveys of Travel Behaviour Project Engineer http://www.uibk.ac.at/c/c8/test/

Yearswork: 8 **Organisation type:** Higher education establish

Sector expertise

1:
2: Education and training
3:
4:
5:
6:
7:
8:
9:
10:
11:
12:
13: Scientific and technical
14:
15: Telecommunication and computing
16: Travel and leisure
17: Other:

Functional expertise:

1: Awareness and dissemination
2:
3:
4:
5:
6: Interaction and interfaces
7: Market data and demographics
8:
9:
10: Societal, social and economic issues
11:
12: Technical communication, infrastructure and tools

Interests:

AL 1:
1: Value added services and business models based on public sector information
2:
3:
4:
5: Metadata and Data collections

AL2:
6:
7:
8: Language content services (e.g. translation, dubbing, sub-titling)
9: Multilingual content access and interfaces

AL3:
10: Intellectual property rights
11:
12:
13: Information and transaction services, e- and m-commerce
14: Business innovation and technology transfer
15: Market studies and socio-economic

General:
16: Internet and media technologies
17:
18: Metadata and content exchange

research

Most recent positions:

Title:	Computer Assistant	**Period:**	031985 - 031993
Organisation:	http://www.heusch-boesefeldt.de	PCC	51-500
Description:	Computer Assistant -software development for national traffic measurement project 1985 Programming in Fortran 77 on Motorola-computer using Unix system -data processing for national autobahn project Tempo 100 EDP-A...		
Title:	Project engineer / transport	**Period:**	041993 - 041995
Organisation:	http://www.vag.de	PUS	500
Description:	Project engineer transport technology for the public transport enterprise Nürnberg (VAG) -investigation and planning of acceleration concepts and negotiation with internal and public authorities -specific consultation and realisation ...		
Title:	Project engineer / transport & project management	**Period:**	011997 - 032000
Organisation:	http://www.uibk.ac.at	HES	500
Description:	http://www.uibk.ac.at/c/c8/test/ TEST - Technologies for European Surveys of Travel Behaviour aims to improve the current practice of long-distance travel behaviour surveys which are a central data source for the formulation and...		

Education: 121992 Civil Engineer/Construction management - Bauingenieurwesen/Baubetrieb FH Aachen Dipl. Ing.[FH] 091996 Master of Sience in European Construction Management Nottingham Trent University (UK) and WIT Waterford Institute Of Technology (IRL)

Publications: 2/99 Haubold Axhausen (1999) A real-time travel recording system Deliverable 2 Transport Research Programme of the 4th Framework Programme Fakultät für Bauingenieurwesen und Architektur Leopold-Franzens-Universität Innsbruck. 12/98 Haubold Axhausen (1998) First experiences with a real-time recording system Working Paper 7 Transport Research Programme of the 4th Framework Programme Fakultät für Bauingenieurwesen und Architektur Leopold-Franzens-Universität Innsbruck. 8/98 Haubold Axhausen (1998) New Methods for Survey Research 1998 Handheld PC based travel diary collection by mobile self administered interviewing ASC - Association for Survey Computing Chilworth Manor Southampton UK 10/98 Haubold Axhausen (1998) Design of a real-time travel recording system Working Paper 1 Transport Research Programme of the 4th Fr! amework Programme Fakultät für Bauingenieurwesen und Architektur Leopold-Franzens-Universität Innsbruck. 8/97 Haubold Axhausen Jackson and Polak (1997) Technology Assessment Deliverable 1 Transport Research Programme of the 4th Framework Programme Fakultät für Bauingenieurwesen und Architektur Leopold-Franzens-Universität Innsbruck. 3/92 Contribution to the publication of a technical book 'Introduction to Formwork Technology' by Prof. Oskar Schmitt work involved the design and development of chapter recitation: http://www.assurcom.demon.co.uk/Events/C98/index.htm

Other: Drivers licence 1989-1992 Leader of youth club fifty/fifty with responsibility for exchange of students between twin towns Aachen and Naumburg 1984-1985 Tutor introduction and tutorial of students during their first two semesters of college

Languages:

Danish:	(Not Answered)	**German:**	Good
Greek:	(Not Answered)	**English:**	Good
Spanish:	(Not Answered)	**Finish:**	(Not Answered)

French:	(Not Answered)	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)
Swedish:	(Not Answered)		
Other (which):	(Not Answered)	slightly russian	

Surname **Henriot** **Gender:** Male

Firstname: **MARC Pierre** **Birthdate:** 04051950

Address: 75783 PARIS CEDEX 16 FR **E-mail:** marc.henriot@cfce.fr

Highlights: In 1977 I started prof.life as business information officer for east Europe.Then,I was in charge for west Europe.In 1981, I was in charge of department of "logistic and export financing information".Since 1998, I am in charge of the EURO INFO CENTRE FR 272 in the French export institute:CFCE

Yearswork: 20 **Organisation type:** Public sector

Sector expertise

1:
2:
3:
4: Finance, banking, investments
5: Government and public services
6:
7: Language and cultural customisation services
8:
9:
10: Marketing and media support
11:
12: Publishing and content supply
13:
14:
15:
16:
17:

Functional expertise:

1: Awareness and dissemination
2: Business infrastructure and tools
3:
4: Content and services
5:
6:
7:
8: Multilingual/customised content and services
9:
10: Societal, social and economic issues
11:
12: Technical communication, infrastructure and tools

Interests:

AL 1:
1: Value added services and business models based on public sector information
2: Public/private partnerships
3: Networking
4: Internationalisation
5:

AL2:
6: Multilingual content products and services
7: Internationalisation and localisation services, cultural customisation
8:
9:

AL3:
10:
11: Investment capital
12:
13: Information and transaction services, e- and m-commerce
14:

General:
16: Internet and media technologies
17:
18: Metadata and content exchange

15: Market studies and socio-economic research

Most recent positions:

Title:	BUSINESS INFORMATION OFFICER	**Period:**	061977	-	011981
Organisation:	CFCE	PUS	51-500		
Description:	Provide business informations for private exporters and organize meetings +commercial missions abroad				
Title:	head "logistic and financing export"dept	**Period:**	011981	-	011990
Organisation:	CFCE	PUS	51-500		
Description:	provide informations to exporters in the field of logistic and financing export and investment abroad.				
Title:	CHARGE DE MISSION EUROPE	**Period:**	011990	-	051998
Organisation:	CFCE	PUS	51-500		
Description:	provide informations and advices about EU PROGRAMMES and head of EIC FR272 since may 1998.				

Education: 1973:SORBONNE:Maîtrise lettres- philosophie .mention TB. Professeur Vladimir JANKELEVITCH 1974:Institut des Hautes études de l'information et de la communication CELSA 1982:élève à l'institut du commerce international. 1993-1995: PARIS VIII- INSTITUT D'ETUDES EUROPEENNES- DEA avec le professeur Pierre Behar titre du mémoire: "la fin de Yalta, un enjeu majeur pour le continent européen" bourse d'études"Affaires étrangères" en 1975:séjour en Tchécoslovaquie , université de Bratislava

Publications: As head of EIC FR272,I publish articles in the weekly magazine LE MOCI about european affairs and we publish an electronic monthly letter "BREVES DE EIC FR272"about european news shown on the web site of "FIL DE L'EXPORT": www.filexport.com ,rubrique : "les actualités internationales". This web site is a business portal for exporters, and is a federation of main french private and public organizations. Studies:business documents in french for business managers:example: -OPTIMISER LA GESTION DES VENTES DANS L'UNION EUROPEENNE -REUSSIR SON INVESTISSEMENT DANS L'UE I manage the cooperation of our EIC with DG INTERNAL MARKET for the action: "feedback from sme's" , launched in april 2000 and concerning 41 EIC.

Other: our cooperation with DG INTERNAL MARKET consists in writing a short feedback of our action with a firm in the field of european action of our customer: type of question and technical answer.This contract is very useful to us because we have to take a high care of customer and of his search of efficient information.We work on european data bases and on french sources given by the official network of french trade advisers working abroad: www.cfce.fr

Languages:

Danish:	(Not Answered)	**German:**	Passive
Greek:	(Not Answered)	**English:**	Good
Spanish:	(Not Answered)	**Finish:**	(Not Answered)
French:	Good	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)
Swedish:	(Not Answered)		

Other (which):	Passive	slovak

Surname	**Kalfon**	**Gender:**	Male
Firstname:	**Marcel**	**Birthdate:**	10051966
Address:	75009 PARIS FR	**E-mail:**	marcel@c-l.com
Highlights:	Spécialiste du multilinguisme en édition/production/gestion documentaire.		
Yearswork:	15	**Organisation type:**	Private/commercial comp

Sector expertise

1:	
2:	
3:	Electronic commerce and publishing
4:	
5:	
6:	
7:	Language and cultural customisation services
8:	
9:	
10:	
11:	
12:	Publishing and content supply
13:	
14:	
15:	
16:	
17:	

Functional expertise:

1:	
2:	
3:	
4:	
5:	
6:	
7:	
8:	Multilingual/customised content and services
9:	
10:	
11:	
12:	

Interests:

AL 1:	**1:**		**AL2:**	**6:** Multilingual content products and services
	2:			**7:** Internationalisation and localisation services, cultural customisation
	3:			**8:** Language content services (e.g. translation, dubbing, sub-titling)
	4:	Internationalisation		**9:** Multilingual content access and interfaces
	5:			
AL3:	**10:**		**General:**	**16:**
	11:			**17:** Language technologies
	12:			**18:**
	13:			
	14:			
	15:			

Most recent positions:

Title:	Gérant Fondateur - Directeur général	**Period:**	021993	-	(Not Answered)
Organisation:	CL France	PCC	1-10		
Description:	Edition Multilingue (applications publicitaires et institutionnelles) Terminologie multilingue pour Eurodicautom Localisation de site web				

Title:	Directeur Informatique et Edition	**Period:**	071990	-	121992
Organisation:	Logomotiv	PCC	11-50		
Description:	Responsable informatique + développement d'un service d'édition associé à la traduction				

Title:	Directeur Associé	**Period:**	041988	-	061990
Organisation:	N'Com	PCC	1-10		
Description:	Photocomposition, photoengraving, et gestion des premiers travaux multilingues				

Education: (Not Answered)

Publications: Conférencier à la semaine européenne du marketing direct sur le thème de l'internationnalisation des campagnes de marketing direct. Expériences en informatique chez Olivetti (1984-1987) et Concept SA (1987-1988).

Other: Participation aux programmes MLIS, Interval (sous-contractant) et GEMA (coordinateur) Production complète en 16 versions de tous les éléments de la Semaine européenne de Prévention des Toxicomanies (avec l'agence Publicis). Production dans les langues des PECO sur Agenda 2000 (avec IBF Consultant)

Languages:

Danish:	(Not Answered)	**German:**	(Not Answered)
Greek:	(Not Answered)	**English:**	Passive
Spanish:	Passive	**Finish:**	(Not Answered)
French:	Good	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)
Swedish:	(Not Answered)		
Other (which):	(Not Answered)	(Not Answered)	

Surname **Penfold**

Gender: Male

Firstname: **David William**

Birthdate: 28041944

Address: TN35 4HA Hastings, East Sussex UK

E-mail: penfold@eps-edge.demon.co.uk

Highlights: Chairman, British Computer Society (BCS) Electronic Publishing SG; Member of BCS Pubcns Board. Editor and author of books on electronic publishing and related topics. Consultant and project manager to publishing industry on ep/SGML/production; External Examiner, London College of Printing

Yearswork: 30

Organisation type: Private/commercial comp

Sector expertise

1:
2:
3: Electronic commerce and publishing
4:
5:
6:
7:
8:
9:
10:
11:
12: Publishing and content supply
13: Scientific and technical
14:
15: Telecommunication and computing
16:
17:

Functional expertise:

1: Awareness and dissemination
2:
3:
4: Content and services
5:
6: Interaction and interfaces
7:
8: Multilingual/customised content and services
9:
10:
11:
12: Technical communication, infrastructure and tools

Interests:

AL 1:
1:
2:
3:
4: Internationalisation
5: Metadata and Data collections

AL2:
6:
7: Internationalisation and localisation services, cultural customisation
8:
9: Multilingual content access and interfaces

AL3:
10: Intellectual property rights
11:
12:
13: Information and transaction services, e- and m-commerce
14:

General:
16: Internet and media technologies
17:
18: Metadata and content exchange

15:

Most recent positions:

Title:	Consultant/proprietor	**Period:**	041989	-	(Not Answered)
Organisation:	Edgerton Publishing Services	PCC	1-10		
Description:	Provide consultancy and services on publishing and electronic publishing; also write and edit				
Title:	Technical Director	**Period:**	011985	-	041989
Organisation:	CHarlesworth Group	PCC	51-500		
Description:	Technical Sales/management re database publishing, typesetting from disk, data conversion, content management				
Title:	Technical Editor/Computer Manager	**Period:**	081974	-	121984
Organisation:	International Union of Crystallography	INO	1-10		
Description:	Supervision of editing and production of scientific books and journals				

Education: 1986 BSc (Physics, Imperial College, University of London) 1971 PhD (Engineering Materials Science, Imperial College, University of London) Member of the Institute of Physics, Chartered Physicist Member of the British Comouter Society, Chartered Engineer Member of the Institute of Information Scientists Member of the Institute of Printing

Publications: Author: European Book and Journal Publishing' Pira International, 1999 (joint author). EP, Multimedia and Communications Glossary', Pira International, 1997. British Computer Society Review and Directory: Publishing and the Net effect (1998); The future of ePublishing (1999); Electronic Publishing in the 21st Century (2000). Requirements for an Online electronic journal service, Learned Publishing, Vol 11, p 9, 1998. Information in Your Face, The Computer Bulletin, 1998. ECDL study guides, modules 2 and 3, Springer/British Computer Society, 2000. Technology Futures (monthly), Technology Strategies, MCB University Press, 1993-1999 Print on Demand. The Power of Digital Printing, October 2000, Strasbourg. Editor: Computer Abstracts, MCB Univ Press, 1997-date

Other: (Not Answered)

Languages:

Danish:	(Not Answered)	**German:**	Passive
Greek:	(Not Answered)	**English:**	Good
Spanish:	(Not Answered)	**Finish:**	(Not Answered)
French:	Passive	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)
Swedish:	(Not Answered)		
Other (which):	(Not Answered)	(Not Answered)	

Surname **Rezec** **Gender:** Female

Firstname: **Irena** **Birthdate:** 04041963

Address: SI-1000 Ljubljana SI **E-mail:** irena.rezec@wotra.si

Highlights: In the first years of my career I was working in the field of business information systems' devel. in private and publ.sector (e.g. at the MInistry of Economy). In 1993 I took over the position of information officer in the Euro Info Centre and in 1996 the position of the EIC Manager.

Yearswork: 14 **Organisation type:** Public sector

Sector expertise

1:	
2:	Education and training
3:	Electronic commerce and publishing
4:	
5:	Government and public services
6:	
7:	
8:	
9:	
10:	Marketing and media support
11:	
12:	Publishing and content supply
13:	
14:	
15:	
16:	
17:	Other:

Functional expertise:

1:	Awareness and dissemination
2:	Business infrastructure and tools
3:	Business models and practices
4:	Content and services
5:	
6:	
7:	Market data and demographics
8:	
9:	
10:	
11:	
12:	

Interests:

AL 1:

1:	Value added services and business models based on public sector information
2:	Public/private partnerships
3:	Networking
4:	Internationalisation
5:	Metadata and Data collections

AL2:

6:	
7:	Internationalisation and localisation services, cultural customisation
8:	
9:	

AL3:

10:	
11:	
12:	Business models and re-engineering, including benchmarking
13:	Information and transaction services, e- and m-commerce
14:	
15:	Market studies and socio-economic research

General:

16:	
17:	
18:	Metadata and content exchange

Most recent positions:

Title:	Managing Director	**Period:**	032002	-	(Not Answered)
Organisation:	WOTRA d.o.o.	PCC		1-10	
Description:	Managing the company, consultancy in the field of international management, network mgmt and information mgmt.				
Title:	independent consultant	**Period:**	102001	-	032001
Organisation:	independent	OTH		(Not Answered)	
Description:	co-operation in different EU projects, consulting				
Title:	project manager I	**Period:**	062001	-	102001
Organisation:	SBDC - Euro Info Centre Ljubljana	PUS		11-50	
Description:	Project mgmt of two int.-bilateral (Belgium : Slovene co-operation) projects: - PLATO Slovenia which aims to profesionalize Slovenian SMEs' managers - “Strengthening the role of EIC Ljubljana among SMEs and other users”				

Education: - I gained the MBA Master Degree in international management in 2002 - I gained the University degree in organisational sciences, majoring in information systems in 1993 Besides the mentioned above I visited many seminars/courses, etc in Slovenia and abroad, e.g.: - PHARE programme, Structural Funds and other EU programmes - EU Information programmes/tools and databases - Business Information Sources and their uses - 5th Framework programme's procedures - Project Management - etc.

Publications: Publications / Articles: - Co-author of the book titled: »Entrepreneurship – the challenge for the 21 century», Ljubljana, 2000 - United Nations – Economic Commission for Europe – Expert Meeting on Best Practice in Business Advisory, Counselling and Information Services - The best practices in business Services: «Business information centre for the new millenium», Geneve, Proceedings, November 2000 - «Management of network’s systems – Network Management» - European schools for regional development, Ljubljana, Proceedings, May 2000 - «Regional Development and Internet» EIC Novice/EIC News – special edition titled: Regional Development and Structural Funds, Slovene and English version, 1999 - «Information sources of the Euro Info Centre and dissemination of information» EIC Novice/EIC News nr 1, 1999 - “Small Business Development in Slovenia - The role of the Euro Info Centre” Conference on Small Business Development in Slovenia - Proceedings, September 1998, Maribor - EIC Ljubljana strategy of making the services close to their users, Ljubljana, 1998 - “Slovenija is the member of the Euro Info Centre Network”, Gospodarski vestnik - European Supplement, February 1997, Ljubljana - "Small Business Information System", Informator - special edition, August 1996, Ljubljana (Slovene and English version) - "We can expect the better information services very soon", Obrtnik, September 1995, Ljubljana - “Small Business Information System", Poslovni barometer, April 1995, Ljubljana - “Small Business Information System", SRC Info, 1995, Ljubljana - Permanently in the EIC News - bulletin of the Euro Info Centre; from 1998; Main subjects: EU, Euro Info Centre’s activities, Regional development and Internet etc. Presentations, Reports: · United Nations - Economic Commission for Europe- Expert Meeting on “Best Practice in Business Advisory, Counselling and Information Services ” The best practices in business services - Business information centre for the new millenium”, Geneve, November 2000 · “Management of network’s systems – Network Management” - European school for regional development, Ljubljana, May 2000 · Experience on Developing a Prototype Small Business Information System in Slovenia and New Vision of Information Support Development, at the Ministry of Economy in Warsaw, April 2000“Role of the Euro Info Centre in the Small Business Development Netwrok and Promotion of Entrepreneurship on Regional and Local Level, Otocec, 1999: International workshop on Regional and Local Development and Small Business PromotionConference on Small Business Development in Slovenia, September 1998, Maribor · “Small Business Information System”, INFOS 96 - International Informatics Fair, November 1996, Ljubljana · “EIC, Small Business Information System”, opening ceremony of new premises of the

EIC, October 1996, Ljubljana · "EIC, Small Business Information System", European Information Awareness Week, September 1996, Ljubljana · "EIC, Small Business Information System" - seminar for teachers of small business at secondary schools, September 1996, Radovljica · "Small Business Information System", European Conference "From European Information to Partnership", August 1996, Mangalia - Romania · "Small Business in Slovenia and the role of the Ministry of Economic Affairs or Small Business Development Centre could play in introducing EDI (Electronic Data Interchange) to Slovenian SMEs", report at the International Electronic Data Interchange Conference, Bled, June 1994

Other: I have personal practical experience in the managerial and co-operation role in different EU and other programmes/projects, for example: - 5th Framework Programme-IST - 3rd Multiannual Programme for SMEs (EIC Network, IBEX, Interprise projects) - Leonardo da Vinci programme - other national and international projects (UNIDO-UNDP, bilateral long-term co-operation between Slovenia and Flanders - Belgium etc.)

Languages:

Danish:	(Not Answered)	**German:**	(Not Answered)
Greek:	(Not Answered)	**English:**	Good
Spanish:	(Not Answered)	**Finish:**	(Not Answered)
French:	(Not Answered)	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	(Not Answered)
Swedish:	(Not Answered)		
Other (which):	Good	Slovene Croatian Serbian	

Surname	**Sousa**	**Gender:**	Male
Firstname:	**Luís Brites de**	**Birthdate:**	15051964
Address:	1700-036 Lisbon PT	**E-mail:**	silicon@silicon-et.pt

Highlights: Manager of a company,leading e-commerce projects and production of digital content.Responsible for the Electronic Publishing Unit of INETI(Industrial Engineering and Technology Institute) and for the Information Management and Promotion of several projects in the scope of EC programmes(INFO2000, IMPACT)

Yearswork: 10

Organisation type: Public research centre

Sector expertise

1:	
2:	Education and training
3:	Electronic commerce and publishing
4:	
5:	
6:	
7:	Language and cultural customisation services
8:	Law and regulations
9:	
10:	Marketing and media support
11:	
12:	Publishing and content supply
13:	
14:	Standards and standardisation
15:	
16:	
17:	

Functional expertise:

1:	Awareness and dissemination
2:	Business infrastructure and tools
3:	
4:	Content and services
5:	
6:	
7:	
8:	Multilingual/customised content and services
9:	Policy and legal issues
10:	
11:	Standards and standardisation
12:	

Interests:

AL 1:	**1:**	Value added services and business models based on public sector information
	2:	
	3:	Networking
	4:	
	5:	
AL3:	**10:**	Intellectual property rights
	11:	
	12:	
	13:	Information and transaction services, e- and m-commerce

AL2:	**6:**	Multilingual content products and services
	7:	
	8:	Language content services (e.g. translation, dubbing, sub-titling)
	9:	Multilingual content access and interfaces
General:	**16:**	Internet and media technologies
	17:	Language technologies
	18:	

14:

15:

Most recent positions:

Title:	General Manager	**Period:**	012000	-	...
Organisation:	Onverso (Sweden)	PCC	1-10		
Description:	Project leader in the area of e-commerce and production of digital content.				
Title:	Collaborator at the Centre for Technical Information for the Industry (CITI)	**Period:**	081994	-	121999
Organisation:	INETI (Industrial Engineering and Technology Institute) - Portugal	PRC	51-500		
Description:	Co-ordination of the Electronic Edition Unit; Information dissemination and promotion of the programme IMPACT as National Awareness Partner; Liaison officer for INETI's NUGER-Network Management Team, in the Electronic Edition area carrying out the over...				
Title:	Collaborator at the Information and External Relations Office	**Period:**	091990	-	081994
Organisation:	INETI (Portugal)	PRC	51-500		
Description:	Production of promotional and informative products on the corporate image and services of the Institute; Planning of internal public events; Liaison Officer for INETI's Technical Centres.				

Education: - Degree in Modern Languages and Literature - Faculty of Arts, University of Lisbon (7/1985 to 7/1988); - Degree in Education Science - Faculty of Arts, University of Lisbon (9/1989 to 7/1992); - MSc in Information Management - USDIS University of Sheffield (1994); - Post-graduation "Law in the Information Society" - Faculty of Law of the University of Lisbon (1998); - Post-graduation "Telecommunications and Multimedia Management" - Institute of Economics and Management Lisbon (1999-2000).

Publications: - Information Management - Information and knowledge transfer systems and networks (PhD project approved at USDIS-University of Sheffield Department of Information Studies, June 1994); - Several training courses in the scope of databases, network management, GroupWare, Quality Management in information, Libraries Management Systems, Multimedia, HTML; - Publications: * The European Multimedia, Information & Informatic - Information technology Magazine in the Public Administration, Nº 19, Year X, June 1997; * WWW & Multimédia – Information and Communication – the new paradigm for development, INCITEinforma, December 1997. - Communications: * The Programmes IMPACT2 and INFO2000 - From Scribe to Screen - Interactive Technologies Forum, University Fernando Pessoa (Porto, December 1995). * The INFO2000 programme; the MLIS-Multilingual Information Society programme; MIDAS-NET - INFO2000 - developing the multimedia contents market in Europe, (Évora, October 97). * The MIDAS-NET and the INFO2000 programme- Debate "Multimedia, a new aesthetic for fashion industries", at "Textile Fashion" - EXPONOR (Porto, November 97). * R&D activities for the Information Society, at 'Virtual99' (Pedrogão Grande, November 99).

Other: (Not Answered)

Languages:

Danish:	(Not Answered)	**German:**	(Not Answered)
Greek:	(Not Answered)	**English:**	Good
Spanish:	Passive	**Finish:**	(Not Answered)

French:	Good	**Icelandic:**	(Not Answered)
Italian:	(Not Answered)	**Dutch:**	(Not Answered)
Norwegian:	(Not Answered)	**Portuguese:**	Good
Swedish:	Passive		
Other (which):	(Not Answered)	(Not Answered)	

4.4. Detailed call III evaluation planning

OVERVIEW and TIMEPLAN – Minievaluation CSS Call 3 – September 2003

Day	*Hour*	*Event(s) and Task(s)*	*Inputs*	*Comments*
Mon 15	9:00	Registration, welcome and *evaluators' brief* I		EC staff + evaluators
	10:30	Opening and quick *scanning of all proposals* + Declarations of no conflict of interst	Booklet with synopses of all proposals in each panel. Full proposals	Individual reading.
	13:00	*In-depth reading of proposals*	Proposals	Individual reading.
Tue 16	AM	In-depth reading of proposals (cont'd)	Proposals	Individual reading.
	PM	In-depth reading (cont'd) ➡ Individual evaluation forms (E1) delivered	Proposals	Individual reading.
	17:00	Briefing and Q&A *Evaluation panel discussions* Rejections	Based upon outcome of individual readings and the Individual Evaluation Forms (E1)	Only clear-cut cases, i.e. out-of-scope proposals ➡ *out of scope form* and collective evaluation forms for rejected proposals.
Wed 17	AM + PM	➡ Collective evaluation by Action Line ➡ Rapporteur to ensure equal metrics	Individual Evaluation Forms	Collective evaluation forms for all proposals.
Thu 18	AM	➡ Collective evaluation by evaluation time ➡ Rapporteur to ensure equal metrics	Individual Evaluation Forms	Signed collective evaluation forms for all proposals
	PM	*Panel consensus meetings* *AL1 MB + Evaluators* *AL2 EV + Evaluators* *Overall: GS/MB/EV/Rapporteur*	Collective evaluation forms as agreed at evaluation panel level; list of proposals under consideration ordered by weighted score	Comparative analysis across first evaluation teams then panels, final rating (overall score 1/5) and tentative ranking at panel level. Any major deviations from previous collective evaluation forms are noted down and will be recorded in the panel report.
Fri 19	AM	Closing of collective evaluation forms/Drafting of Evaluation Summary Reports ➡ ESRs delivered		ESRs are printed and signed (no further changes). *Where necessary: rapporteurs' meeting to discuss harmonisation of ratings*
	PM	Drafting of panel reports to be incorporated in the final evaluation report ➡ Panel reports delivered	ESRs as agreed at panel level	Final panel ranking and corresponding comments. All evaluation records available to rapporteurs.
		Rapporteurs' meeting Final check and quality control of all records Merger of panel records into overall report ➡ Final report delivered with ranked list of proposals	Evaluation records as resulting from panel discussions	ESRs: readability, consistency, completeness, no offensive statements … Panel reports: subject areas, overall comments, specific comments and recommendations where relevant. Overall report: ranking across panels.
		Wrap-up session		Assemble and sign (rapporteurs and area coordinators) all outstanding reports and records.
		Close		

4.5. Who is who in eContent

eContent Who is who Status September 2003

Contact details:	Tel. +352 4301 + extension Fax +352 4301 34959	**Mailing address:**	European Commission DG INFSO E4 + office EUFO… Rue Alcide de Gasperi L-2920 Luxembourg

MR.	**BROCHARD**	Michel	33912	EUFO1178	michel.brochard@cec.eu.int	Project officer
MR.	**CUNY**	Michel	38046	EUFO 1277	michel.cuny@cec.eu.int	Project officer
MR.	**DALTON**	Garret	38045	EUFO 1186	Garrett.dalton@cec.eu.int	web + databases
MR.	**GARRIBBA**	Massimo	33861	EUFO 1180	massimo.garribba@cec.eu.int	overall coordination
MR.	**GJØEN**	Anders	38071	EUFO1196	Anders.gjoen@cec.eu.int	Project officer + HELPDESK
MS.	**LEHTIMÄKI**	Heli	38112	EUFO 1177	heli.lehtimaeki@cec.eu.int	coordination assist. + committee
MR.	**MILANI**	Federico	38155	EUFO1176	Federico.milani@cec.eu.int	Project officer
MR.	**OLSON**	Krister	34332	EUFO 1177 A	krister.olson@cec.eu.int	Project officer
MS.	**STOCK**	Gudrun	38140	EUFO1178	gudrun.stock@cec.eu.int	Project officer + HELPDESK
MS.	**TANGEN**	Fride	38072	EUFO1184	Fride.tangen@cec.eu.int	Project officer + HELPDESK

SECRETARIAT:

MS.	**STIEN**	Stéphanie	32104	EUFO 1181	Stephanie.stien@cec.eu.int

National contacts: eContent programme contact points network

General purpose: econtent@cec.eu.int or contact form

Events: infso-events.econtent@cec.eu.int

Calls: infso-calls.econtent@cec.eu.int

Expert applications: infso-experts.econtent@cec.eu.int

www.cordis.lu/econtent