



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE

Directorate A  
Unit A4 : Programme Management

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

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

**RESTRICTED CALL FOR PROPOSALS FOR ACTION GRANTS  
JUST/2013/PROG/AG/AD**

**Deadline: 10 September 2013, 12:00 (noon) CET**

## **Table of Contents**

<b>1. Introduction .....</b>	<b>4</b>
<b>1.1. The PROGRESS programme in general .....</b>	<b>4</b>
<b>1.2. The opportunities offered by the "Antidiscrimination and diversity" strand of PROGRESS.....</b>	<b>5</b>
<b>1.3. Non-discrimination at EU level .....</b>	<b>5</b>
<b>2. Scope of the call.....</b>	<b>6</b>
<b>2.1. Objectives of the call.....</b>	<b>6</b>
<b>2.2. Priorities of the call.....</b>	<b>6</b>
<b>2.3. Type of activities .....</b>	<b>8</b>
<b>3. Administrative and Financial Provisions .....</b>	<b>8</b>
<b>3.1. Start date and duration .....</b>	<b>8</b>
<b>3.2. Financial provisions.....</b>	<b>9</b>
<b>4. Conditions for participation .....</b>	<b>10</b>
<b>4.1. Who may apply .....</b>	<b>10</b>
<b>4.2. Governance/Dialogue mechanism .....</b>	<b>10</b>
<b>4.3. Structure of the application.....</b>	<b>11</b>
<b>5. Selection Procedure.....</b>	<b>12</b>
<b>5.1. Exclusion Criteria .....</b>	<b>12</b>
<b>5.2. Eligibility Criteria .....</b>	<b>12</b>
5.2.1. Eligibility of the applicant and partners .....	12
5.2.2. Eligibility of the application .....	12
<b>5.3. Selection criteria.....</b>	<b>13</b>
<b>5.4. Award criteria .....</b>	<b>13</b>
<b>6. Kick-off Meeting .....</b>	<b>14</b>
<b>7. How to submit an application.....</b>	<b>15</b>
<b>7.1. Procedure to submit an application.....</b>	<b>15</b>
<b>7.2. Grant Application Form .....</b>	<b>15</b>
<b>7.3. List of required annexes .....</b>	<b>16</b>
<b>8. Contacts and Further Information.....</b>	<b>19</b>
<b>9. Approximate Timetable.....</b>	<b>19</b>
<b>10. Data Protection .....</b>	<b>19</b>
<b>11. Additional Conditions for the Implementation of Selected Actions .....</b>	<b>20</b>

<b>11.1. Requirements on how the activities shall be carried out .....</b>	<b>20</b>
<b>11.2. Communication and dissemination plan .....</b>	<b>21</b>
<b>11.3. Publicity and Information Requirements.....</b>	<b>21</b>
<b>11.4. Reporting Requirements.....</b>	<b>22</b>
<b>11.5. Information on Partners .....</b>	<b>22</b>
<b>ANNEX I .....</b>	<b>23</b>
<b>ANNEX II - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK ...</b>	<b>27</b>

## **1. INTRODUCTION**

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

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

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

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

More specifically, PROGRESS supports:

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

The present call for proposals is issued in the context of the implementation of the 2013 annual work plan which can be consulted at:

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

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

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

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

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

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

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

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

## 1.3. Non-discrimination at EU level

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

In 2000 the Council adopted two directives transposed over the past few years into national laws: Directive 2000/43/EC<sup>3</sup> implementing the principle of equal treatment between persons irrespective of racial and ethnic origin and Directive 2000/78/EC<sup>4</sup> establishing a general framework for equal treatment in employment and occupation on the grounds of religion or belief, disability, age or sexual orientation.

On 2 July 2008, under its [renewed social agenda](#) the Commission adopted a **non-discrimination package** comprising *inter alia* the **Communication entitled "Non-discrimination and equal opportunities: a renewed commitment"**<sup>5</sup> which presents a comprehensive approach to step up action against discrimination and promote equal opportunities. This Communication states that better protection against discrimination must be supported by an active strategy to promote non-discrimination and equal opportunities mainly through more effective use of the instruments available such as non-discrimination mainstreaming, positive action, actions to measure discrimination and evaluating progress, awareness raising and training and activities promoting diversity in the work place.

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<sup>3</sup> OJ L 180/22 of 19.7.2000.

<sup>4</sup> OJ L 303/16 of 2.12.2000.

<sup>5</sup> COM(2008)420.

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

Equality of opportunity for people with disabilities is at the centre of the multiannual European Disability Strategy 2010-2020 which was adopted on 15 November 2010<sup>6</sup>, and its predecessor, the EU Disability Action Plan 2003-2010<sup>7</sup>. The overarching goal of the EU Strategy is the continuous and sustainable improvement in the situation of persons with disabilities in economic, social and participatory terms. The strategy also aims to facilitate the implementation of the United Nations Convention on the Rights of Persons with Disabilities, to which the EU and all Members States are party or in the process of becoming it.

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

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

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

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

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

### **2.2. Priorities of the call**

In this call, the Commission wishes to support activities which tackle at least one of the following **groups at risk of discrimination: ethnic minorities, persons with disabilities, older/younger people, religious minorities and LGBT people.**

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<sup>6</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0636:EN:NOT>

<sup>7</sup> <http://ec.europa.eu/social/main.jsp?catId=430&langId=en>.

Only for reporting and monitoring purposes, applicants must indicate clearly on the application form (under "priority") which one of the above groups at risk is the main target of their proposal. However, the proposal may also address two or more groups at risk.

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

1. **Non-discrimination mainstreaming:** practical integration of equality issues in other national/regional/local policies, guidance to support that process, dissemination of results and development of tools such as equality impact assessment, equality plans. The activities could also take the form of training on equality issues for civil servants responsible for policy design and/or elaboration and management of programmes both at national and regional/local levels, elaboration and dissemination of manuals, creation of specific curricula in public servants' training programmes.
2. **Diversity management in the public and private sector:** identification of existing practices, research work on their impact and awareness-raising on their results. The proposed activities may for example focus on general provisions, like adapting daily routines and work processes within organisations, and combine it with provisions which target individuals or vulnerable groups, for example recruitment procedures or reasonable accommodation schemes. Additionally, the proposed activities may focus on measurement of diversity management benefits. Finally, the proposed activities may be linked to the launch and implementation of diversity awards or Diversity Charters.<sup>8</sup>
3. **Roma:** activities aiming to raise awareness of the situation of Roma and supporting their integration into mainstream society. Analysis of the situation of Roma and identification of good examples in the country across different fields related to Roma social inclusion and combating discrimination in: education, healthcare, employment, housing, etc. Analyses touching upon the challenges for building up meaningful indicators supporting policy design to sustain the inclusion of the Roma population.
4. **Multiple discrimination:** research work on the phenomenon, awareness-raising of its existence and consequences, identification and dissemination of good practices in combating multiple discrimination.
5. **Measurement of discrimination:** production and collection of data on discrimination of vulnerable groups at the national/regional level in order to improve the monitoring of actions to combat discrimination.
6. **Discrimination on the ground of religion or belief:** research work on the phenomenon, links between discrimination on the grounds of religion and ethnic origin, awareness-raising of its existence and consequences, identification and dissemination of good practices in combating this form of discrimination.
7. **Discrimination of LGBT people:** data collection, awareness-raising campaigns, activities aiming to increase the level of tolerance amongst citizens towards LGBT groups and the level of awareness of rights amongst the LGBT community,

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<sup>8</sup>

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

identification and dissemination of good practices tackling discrimination at the work place and/or bullying at school<sup>9</sup>.

8. **Communication and awareness raising:** to display cases of discrimination through digital storytelling by social media and local and internet television.

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

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

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

### 2.3. Type of activities

Only for reporting and monitoring purposes, applicants must indicate clearly on the application form (under "main type of activities") which one of the four categories listed below best reflects the core activities on which their proposal will be focusing. However, the proposal may also include activities belonging to other categories.

- **Analytical activities:** Carrying out studies, surveys and data collection activities aiming at a better understanding of the phenomenon of discrimination and the situation of discriminated groups at national level.
- **Training activities** in the non-discrimination field.
- **Mutual learning, exchange of good practices, cooperation:** Identification, analysis, promotion and dissemination of good practices on non-discrimination at national or European level.
- **Awareness-raising, information and dissemination:** Organisation of awareness raising campaigns and events on equality issues, including diversity awards.

## 3. ADMINISTRATIVE AND FINANCIAL PROVISIONS

### 3.1. Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. Applicants should take into account the time needed for the evaluation of the proposals and the time required for preparing the Grant Agreement (indicatively, not less than 5 months after the deadline of the call). The actual start date of the project will be the date agreed with the Commission during the preparation of the Grant Agreement.

Start of the project before signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed. **A project that has already started before the date the grant application was submitted is not eligible for funding.**

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<sup>9</sup> Results of the European Agency of Fundamental Right's survey on LGBT persons' experiences of discrimination, violence and harassment available at <http://fra.europa.eu/en/publication/2013/eu-lgbt-survey-european-union-lesbian-gay-bisexual-and-transgender-survey-results>



**Projects should have an initial duration not exceeding 12 months.**

### **3.2. Financial provisions**

The indicative available budget for this call for proposals is **EUR 3 929 884**.

The EU grant applied for **should not be lower than EUR 75 000 and shall not exceed EUR 250.000**. It shall be reasonable and proportionate to the proposed activities.

Each participating country can submit one or two applications for a global maximum EU co-financing of **EUR 250 000**. Each application shall propose a distinct project. Only one application will be accepted for any given project.

The funding under this call is provided based on the co-financing principle: **the grant cannot constitute more than 80% of overall eligible project costs**. The organisations implementing the action should ensure that the outstanding balance is covered from sources other than the EU budget. The project budget must have revenue and expenditure in balance.

The co-financing not covered by the Union grant may come from own resources of the organisations implementing the action or from another donor organisation or from income generated by the project. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

**Contributions "in-kind" are neither an eligible cost nor are they accepted as income of the project. They cannot be included in the project budget.** They can however be indicated in the application for information. More details on contributions in kind can be found in the Guide for Applicants.

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the Guide for Applicants published together with this call for proposals. As a result of this budget review, **the amount of grant contained in the Grant Agreement may be lower than the amount requested** by the applicant.

Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

For detailed information on the payment conditions please consult the Guide for Applicants.

Please note that new rules concerning **eligibility of VAT** are in force since 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

## **4. CONDITIONS FOR PARTICIPATION**

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

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

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

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

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

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

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

As in 2012, national authorities in charge of equality and non-discrimination are encouraged to put in place a dialogue mechanism with civil society in order to identify national needs for the 2013-2014 period and explain how the proposed action(s) will respond to these needs.

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

- A representative of the national authority.

- Members of the civil society representing all grounds of discrimination mentioned under point 2.2.
- The National Equality Body (as described under article 13 of Directive 2000/43/EC) and/or equality bodies on other grounds of discrimination.

With the help of this working group, the national authority in charge of equality and non-discrimination should prepare **a framework document presenting national priorities and challenges for 2013–2014** of maximum 6 pages (see template in Annex 8 in PRIAMOS) identifying the priorities and challenges for 2013-2014 at national level in the fight against discrimination. This document, once finalised, should be made publicly available. Please note that the coherence of the proposed activities with the framework document is one of the award criteria used by the Commission for assessing applications.

### 4.3. Structure of the application

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

#### IMPORTANT NOTE

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

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

- d) If the applicant will have to conclude **contracts with third parties** in order to carry out a limited part of the activities, it shall justify this working method in the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS) and duly respect the subcontracting rules in the Guide for Applicants attached to this call for proposals.

- e) Actions through which **the beneficiaries use the budget of the project to award grants to other organisations** under their own procedures and authority (Financial support to third parties) cannot be financed under this call for proposals.

## **5. SELECTION PROCEDURE**

Proposals will be evaluated by an evaluation committee made up of Commission staff. The Committee may be assisted by external experts. The submitted proposals will be evaluated exclusively on the basis of the criteria outlined below.

### **5.1. Exclusion Criteria**

Organisations may not participate in this call for proposals if they are in any of the situations referred to in Article 106(1) of the Financial Regulation. They may not be awarded a grant if they are in one of the situations referred to in Articles 107(1) of the Financial Regulation<sup>10</sup>. A full list of the exclusion criteria is included at the end of the Grant Application Form and of the Partner/Associate Partner Declaration Form. By submission of an application via PRIAMOS, the Applicants declare that they are not in one of the situations of exclusion. Co-beneficiary partners make this declaration by signing the Partner Declaration Form.

### **5.2. Eligibility Criteria**

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

#### **5.2.1. Eligibility of the applicant and partners**

The applicant and the partners must be:

- National authorities in charge of equality and non-discrimination in one of the countries participating in the Programme<sup>11</sup> (listed under Annex I of this call), OR
- Other public organisations or private non-profit oriented organisations duly established in one of the countries participating in the Programme at the time of the submission of the application.

If the applicant of a project is not the national authority in charge of equality and non-discrimination, then it must provide a mandate from the respective national authority in charge of equality and non-discrimination, which authorises the applicant to submit an application under the call.

#### **5.2.2. Eligibility of the application**

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<sup>10</sup> Regulation (EU, Euratom) n° 966/2012 of 25/10/2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/2012, p.1.

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

- 1) The grant application must have been submitted no later than the deadline set out under section 7 of this call for proposals;
- 2) The grant application must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) on the standard Grant Application Form, include all the mandatory information and be accompanied by all compulsory documents and annexes requested under section 7.3 of this call for proposals;
- 3) Projects cannot have started prior to the date of submission of the grant application;
- 4) The application must contain a balanced budget presenting the sources of co-financing other than the EU grant, taking into account that the EU co-financing cannot exceed 80% of the total eligible costs.

### 5.3. Selection criteria

Applications will be evaluated on the basis of the following selection criteria:

- a) The Applicant's **operational and professional capacity** to complete the proposed action:  
The Applicant must have appropriate competencies and experience to implement the proposed action and to maintain its activities during its period of implementation. The key staff involved in the project (Applicant and Partners) must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. For this purpose the applicant must provide a description of its activities (Annual technical/narrative report of the applicant organisation) and the CVs of key staff with the Grant Application Form.  
The application will be eliminated if it does not demonstrate sufficient operational and professional capacity.
- b) The Applicant's **financial capability** to implement the proposed action:  
The Applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding; it should be able to cover the funding which is not covered by the Commission's grant. For this purpose, the applicant must present its annual financial statements (profit and loss account and, if available, balance sheet) for the last year available, and if applicable, an external audit report.  
If the Commission considers that financial capacity is not satisfactory, it may request further guarantees, impose risk mitigation measures or reject the application.

### 5.4. Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the Programme's objectives and to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

All projects shall be assessed against the following criteria:

- a) Coherence of the proposed activities with the framework document presenting national priorities and challenges for 2013-2014 (**15 points**);
- b) Relevance and degree to which the proposed activities meet the purpose of this call for proposals (**15 points**);

- c) Clarity of the presentation of the background, aims and expected results of the project. Clarity and feasibility of the proposed activities, including distribution of tasks, timetable and methodology (**25 points**);
- d) Inclusion of the gender dimension in the preparation and implementation of the proposed activities (**5 points**);
- e) Identification of the target group and definition of a clear strategy for communicating effectively with that group (**10 points**);
- f) Quality of evaluation and feedback mechanisms (e.g. how to assess impact and quality of proposed outputs) (**10 points**);
- g) Durability and dissemination potential of the activities foreseen under the action (**10 points**);
- h) Cost-efficiency ratio and financial feasibility of the action proposed by means of realistic, reasonable and balanced budget (**10 points**).

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available. **Proposals not attaining an overall 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission's award decision, the Commission will inform each Applicant of the final decision taken. The Commission will then prepare the Grant Agreements for the selected applications (this may or may not include dialogue with the Applicant concerning any necessary technical and financial adjustments).

Experience shows that usually the number of the proposals scoring above the minimum threshold exceeds the number of the projects that can be funded from the available budget. Therefore, the Commission reserves the right to set up **a reserve list in addition to the award list**. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn by the Applicant. In this case the Commission will contact the Coordinator of the project ranked highest on the reserve list.

## **6. KICK-OFF MEETING**

For successful applicants the Commission intends to organise a 1-day "kick-off" meeting in Brussels dedicated to networking, project management, administrative aspects and reporting obligations. The cost for participating in this meeting can be considered as eligible costs if the costs were included in the proposed project budget. Hence, the budget of the proposal should include travel costs to and from Brussels and 1 overnight stay (if necessary) for up to 2 representatives of the coordinating organisation (including at least the project coordinator, but ideally also the financial coordinator, if not the same person).

## **7. HOW TO SUBMIT AN APPLICATION**

### **7.1. Procedure to submit an application**

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

In order to access the system Applicants **first need to register** (this involves Applicants providing some basic data about their organisations). It should be done as soon as a decision is taken to submit an application for a call managed through PRIAMOS. Subsequently, they shall receive a password to be used to access the system. Please note that if you are already registered there is no need to re-register but there is an obligation to ensure your registration details are up-to-date.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

If the applicant submits more than one version of the application package, only the latest version submitted is taken into consideration for the evaluation.

Information and guidance on how to register and submit your application via PRIAMOS can be found in the Guide for Applicants and on the following website:

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

The deadline for submitting proposals via the PRIAMOS system is

**10 September 2013, 12:00 (noon) Central European Time**

The Guide for Applicants also explains how the application package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable **not to wait until the last moment to register on the system and submit your application.**

The Commission may contact the Applicant should a **need for clarification or information** arise during the evaluation of the project. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form. The Applicant may be imposed a short deadline to provide the information requested. Therefore, **please make sure that the e-mail address in your Grant Application Form is correct and checked regularly.**

### **7.2. Grant Application Form**

The specific **Grant Application Form** mandatory for this call is available in PRIAMOS. The Applicant will be able to download it once it has registered in PRIAMOS.

The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **JUST/2013/PROG/AG/AD**

### 7.3. List of required annexes

The mandatory templates for *Annex 1- Project Description and Implementation Form*, *Annex 2 – Budget* and *Annex 3 – Partner/Associate Partner Declaration* and *Annex 8 Framework document presenting national priorities and challenges (2013-2014)* will be available in PRIAMOS as an attachment to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes. The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All annexes should be attached to the Grant Application Form in accordance with the instructions given in the Guide for Applicants. An application is considered complete only if all annexes have been provided.

ANNEXES	
<b>Annex 1: Project Description and Implementation Form</b>	The applicant <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. Please upload the template in the original Word format and <u>do not scan</u> the document before attaching it to the Grant Application Form.
<b>Annex 2: Budget Form</b>	The applicant <u>must use the mandatory template</u> and complete it in accordance with the instruction given in the Guide for Applicants. The budget figures contained in the <i>Budget form</i> must match those indicated in the <i>Grant Application Form</i> . Please upload the temple in the original Excel format, <u>do not scan</u> the document before attaching it to the Grant Application Form.
<b>Annex 3: Partner/Associate Partner declaration Form</b>	Partner organisations <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. The Application Package should contain one declaration for each partner indicated at other sections of the Application Package. All sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the partner organisation. <u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to Grant Application Form. The filled but unsigned Word version will not be accepted. Please note that you should also avoid scanning every page separately.



<b>Annex 4: Curriculum vitae</b>	<p><u>No</u> mandatory template is provided but it is recommended to use the Euro pass format<sup>12</sup>.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1. The curriculum vitae (CV) of this key staff should be submitted as Annex 4.</p> <p>In case no person is recruited for a key job at the stage of application, please provide the description of the profile or job description.</p>
<b>Annex 5: Evidence of legal status</b>	<p><b>Certificate of legal registration of applicant organisation Articles of Association or Statutes. Fiscal registration showing the VAT number of the organisation.</b></p> <p><u>No</u> mandatory template is provided.</p> <p>Only official documents (and not self-declarations) are accepted. There is no need to submit translation of these documents.</p> <p>The documents submitted as evidence of legal status will allow verification of the applicant's legal status and that it is properly constituted under the national law of one of the eligible countries as described under the eligibility criteria.</p>
<b>Annex 6: Official annual financial statements (Profit and loss account and if available Balance sheet) for the last financial year for which the accounts were closed</b>	<p><u>No</u> mandatory template is provided.</p> <p>Balance sheets and profit and loss accounts will allow verification of the applicant's financial capacity. They must be provided for the financial year 2012. If at the date of application the accounts for 2012 are not yet available, the documents covering the financial year 2011 shall be submitted. In case the entity was established recently and thus has no closed financial year, please provide any document available that could help establish the financial capacity, and at least a business plan.</p>
<b>Annex 7: Annual activity report<sup>13</sup> for 2012</b>	<p><u>No</u> mandatory template is provided.</p> <p>The Annual activity report shall describe the activities the applicant carried out during 2012. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the final annual activity report for 2012 has not been approved yet by the responsible organ/management entity of the organisation, the applicant shall submit the draft version of the report certified by the legal representative of the organisation. If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.</p>
<b>Annex 8: Framework document</b>	<p>The applicant <u>must use the mandatory template</u>.</p> <p>The document must identify the priorities and challenges for</p>

<sup>12</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

<sup>13</sup> Also referred to as annual technical/narrative report.

<p><b>presenting national priorities and challenges (2013-2014)</b></p>	<p>2013-2014 at national level in the fight against discrimination elaborated by the national authority in charge of equality and non-discrimination in cooperation with national stakeholders. This document must be signed and dated by the national authority in charge of equality and non-discrimination (anti-discrimination contact point).  <u>The scanned</u> electronic copy of the duly completed, dated and signed document must be attached to Grant Application Form. The filled but unsigned Word version will not be accepted.                  Please note that you should also avoid scanning every page separately.</p>
<p><b>Annex 9: Mandate</b></p>	<p>If the applicant is not the national authority in charge of equality and anti-discrimination, the applicant must be mandated by the national authority in charge of equality and anti-discrimination to submit a proposal under this call.                  In the case the national authority issues two mandates, each of these mandates should specify the exact amount of EU co-financing for which they are given. National authorities are reminded that the total amount of the one or two mandates that they could give should not exceed EUR 250 000 EUR co-financing.  <u>No</u> mandatory template is provided.                  This document must be signed and dated by the national authority in charge of equality and non-discrimination.  <u>The scanned</u> electronic copy of the duly completed, dated and signed document must be attached to Grant Application Form.                  Please note that you should also avoid scanning every page separately.</p>

**Annexes 5, 6 and 7** are not requested at the stage of application, if the Applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

If the documents requested as Annex 5, 6 or 7 are available on the Applicant's website, a direct link to the document can be provided, instead of providing the document itself. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex 5/6/7", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the Applicant's website is not sufficient.

**Annex 9** is not requested if the applicant is the national authority in charge of non-discrimination and equality.

Additional information may be requested from successful applicants before the signature of the Grant Agreement (in particular legal entity form, financial identification form).

## **8. CONTACTS AND FURTHER INFORMATION**

The PROGRESS Programme website:

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

Call website:

[http://ec.europa.eu/justice/newsroom/grants/just\\_2013\\_prog\\_ag\\_ad\\_en.htm](http://ec.europa.eu/justice/newsroom/grants/just_2013_prog_ag_ad_en.htm)

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

[JUST-PROGRESS@ec.europa.eu](mailto:JUST-PROGRESS@ec.europa.eu)

**Information regarding electronic submission in PRIAMOS:**

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

Questions regarding registration and application via PRIAMOS may be sent to the **PRIAMOS helpdesk**: [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu)

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from receipt of the question.

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an Applicant, a Partner or an action or on the outcome of the call before the official publication of results.

## **9. APPROXIMATE TIMETABLE**

Publication of the call for proposals on the Commission website	June 2013
<b>Deadline of the call for proposals</b>	<b>10 September 2013 12:00 (noon) CET</b>
Opinion of the Programme Committee	Last quarter of 2013
Commission Decision	Last quarter of 2013
Finalisation and signature of grant agreements	Beginning of 2014
<b>Projects' starting date</b>	<b>Last quarter of 2013 – Beginning of 2014</b>

## **10. DATA PROTECTION**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed

solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- The Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

Or

- The Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

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

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

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

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

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

Equally, **the needs of disabled people** shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the applicant organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided. Extra costs associated with the participation of people with disabilities are eligible.

These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **11.4. Reporting Requirements**

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

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

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

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

**ANNEX I**

**NATIONAL AUTHORITIES**

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

**(ANTIDISCRIMINATION CONTACT POINTS)**

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

<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
F.Y.R. of Macedonia	Elena Grozdanova Ministry of Labour and Social Policy	Darko Docinski Ministry of Labour and Social Policy
Finland	Sinikka Keskinen Ministry of the Interior Legal Affairs Unit	Seija Jalkanen Ministry of Employment and the Economy
France	Alexis Rinckenbach Ministère des Affaires Sociales et de la Santé Direction générale de la cohésion sociale	Anthony Broussillon Ministère du Travail, de l'Emploi, de la Formation professionnelle et du dialogue social Bureau des relations individuelles du travail
Germany	Waltraud Dahs Bundesministerium für Familie, Senioren, Frauen und Jugend European and international gender equality policy	Nicole Elping Bundesministerium für Familie, Senioren, Frauen und Jugend
Greece	Theodora Stathopoulou Ministry of Employment and Social Protection	Kyriaki Vatsi Ministry of Employment and Social Protection
Hungary	Péter Orosz Ministry of Justice and Law Enforcement	Endre Sík Ministry of Social Affairs and Labour
Iceland	Linda Rós Alfreðsdóttir Ministry of Welfare, Department of Welfare Service	
Ireland	Deaglán Ó Briain Diversity and Equality Law Division Department of Community, Equality and Gaeltacht Affairs	Deirdre Ni Neill Diversity and Equality Law Division Department of Justice, Equality and Law Reform
Italy	Marco De Giorgi Dipartimento per le Pari opportunità Presidenza del Consiglio dei Ministri	Alessandra Barberi Dipartimento per le Pari opportunità Presidenza del Consiglio dei Ministri
Latvia	Deniss Kretalovs Ministry of Culture Division for Society Integration and Development of Civil Society	



<b>Country</b>	<b>Antidiscrimination contact point</b>	<b>Deputy</b>
Liechtenstein	Bernadette Kubik-Risch Office of Equal Opportunities	
Lithuania	Daiva Zabarauskiene Ministry of Social Security and Labour Equal Opportunities Division	Kristina Eismontė Ministry of Social Security and Labour Equal Opportunities Division
Luxembourg	Christiane Martin Office luxembourgeois de l'accueil et de l'intégration	Laure Amoyel Office luxembourgeois de l'accueil et de l'intégration
Malta	Sina Bugeja Foundation for Social Welfare Services	George Sultana Ministry of Education, Employment and Family Policy Development and EU Affairs
Netherlands	Gerard Boon Ministry of the Interior and Kingdom Relations Directorate legislation and constitutional affairs	Willem Pedroli Ministry of the Interior and Kingdom Relations Direction legislation and constitutional affairs
Norway	Kare Petter Sorlien Mission of Norway to the European Union	
Poland	Wiesława Kostzewa-Zorbas Chancellery of the Prime Minister Office of the Government Plenipotentiary for Equal Treatment	Anna Solarska Chancellery of the Prime Minister Office of the Government Plenipotentiary for Equal Treatment
Portugal		Odete Severino Ministry of Labour and Social Solidarity
Romania		Octovian Stamate Ministry of External Affairs
Serbia	Dragana Radovanovic Ministry of Labour and Social Policy Sector for International Cooperation and European Integration	
Slovakia	Marián Filcik Department of Legislation Ministry of Justice of the Slovak Republic	

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

## ANNEX II - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

### PROGRESS Ultimate Outcome

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

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

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

#### Legal Regime

##### Outcome:

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

##### Performance Indicators

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

#### Shared Understanding

##### Outcome:

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

##### Performance Indicators

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

#### Strong Partnerships

##### Outcome:

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

##### Performance Indicators

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