



CEI Funding of Cooperation Activities Rules for Allocation of Resources

Last revision – October 2008

A. General Criteria for the Allocation of Resources

1. Eligible applicants

All public and private bodies in CEI Member States as well as international organisations and other regional bodies are eligible applicants.

2. Eligible activities

Cooperation Activities cover the full range of CEI activities. They are generally small in scale, limited in time and frequently take the form of seminars, workshops, training courses or other kinds of meetings. As a rule, Cooperation Activities shall take place within the CEI region.

3. Source of CEI funding

Cooperation Activities are co-financed from the CEI Cooperation Fund¹. No additional contributions can be provided through other CEI Funds, such as the Solidarity Fund.

4. CEI Plan of Action

Cooperation Activities should be compatible with the CEI Plan of Action. Preference will be given to applications which are in line with the priorities reflected in the Plan of Action.

5. Participation in Cooperation Activities

Cooperation Activities are an instrument for reflecting and achieving the principles and objectives set by the CEI Guidelines and Rules of Procedure and are open to the participation of all CEI Member States. As a rule, they should involve at least one third of CEI Member States. Preference will be given to applications foreseeing the participation of a larger number of CEI Member States. Particular attention will be paid to the involvement of non-EU CEI Member States² and to a reasonable balance between participating EU and non-EU CEI Member States. The number of local participants and speakers ought to be in a reasonable proportion to participation from other CEI countries. The CEI regional character should be preserved (in terms of reasonable proportion of participants) in Cooperation Activities involving a large number of third countries. The full respect of the criteria set herewith concerning envisaged participation in CEI Cooperation Activities will condition the Secretariat's evaluation with respect to the proposed financial contribution and will as well be applied in disbursing the Advance and Final Payments.

6. Special preference

Preference will be given to applications coming from non-EU CEI Member States.

7. CEI visibility

The CEI visibility needs to be guaranteed. Please note that the CEI visibility needs to be in proportion with the level of co-financing.

8. Quality assessment

The quality of the project and its contribution to the realisation of the overall goals of the CEI will be taken into account in deciding on the financial support to be allocated to it.

9. Amount of CEI contribution

The CEI's financial contribution, which can reach a maximum of 50% of the total cost of the project, has to be substantially complemented by other sources of financing.

10. Cost estimate

The cost estimate needs to be realistic and reflect real needs and expenses in a manner which can be verified.

11. Organisational structure

There must be a clear organisational structure with a person responsible for project implementation

¹ This fund is administered by the CEI-Executive Secretariat.

² Albania, Belarus, Bosnia and Herzegovina, Croatia, Macedonia, Moldova, Montenegro, Serbia, Ukraine.

and fully accountable for the use of the allocated resources.

12. Modifications

If after the approval of the application any changes occur with regard to the date, venue, title, scope, budget etc. of a Cooperation Activity, the CEI-Executive Secretariat, hereinafter called CEI-ES, needs to be informed immediately in order to evaluate the consequences of this change for the approved amount of financial support.

B. Application for the Allocation of Resources

1. Submission

Applications originating from institutions of Member States should be submitted to the CEI-ES through CEI National Coordinators. A copy of the Application Form should be forwarded to the competent CEI Focal Point of the applicant's Member State (for contact addresses see the CEI website at <http://www.ceinet.org/main.php?pageID=41>). Applications originating from International Organisations can be submitted to the CEI-ES directly.

2. Deadlines

In order to enable appropriate processing, the application for the planned activity needs to reach the CEI-ES on 1 February (for implementation from July to December) and on 1 September (for implementation from January to June). In special cases exceptions to this rule are possible.

3. Contents

The application should contain a clear outline of the activity, the projected participation, the preparation and follow-up as well as any co-organising institutions and/or governments.

4. Expected results

The expected results of the event (e.g. training effect, transfer of knowledge and technology, cross-border cooperation, harmonisation of national legislation, integration effects, dissemination, publication, etc.) should be indicated.

5. Budget estimate

A detailed budget estimate with a breakdown of costs (e.g. travel expenses, accommodation, publications, speaker fees, administrative fees, etc.) is needed.

6. Use of the CEI contribution

The intended use of the contribution requested from the CEI should be specified. The CEI does not pay organisational or administrative costs, nor reimburses in-kind contributions, which, nevertheless must represent a reasonable proportion of the estimated budget. The CEI contribution can only be used for participants coming from CEI Member States.

7. Eligible expenses

Please find below an illustrative list of budget items eligible for CEI funding. Within the eligible budget items switches can be made if during implementation changes in expenditure arise. The CEI contribution can be used to cover expenses such as:

- costs of participation of representatives of CEI Member States (accommodation and travel costs), including the costs of local participants of non-EU CEI Member States;
- local transport costs connected to the event, including airport transfers as appropriate;
- subsistence costs during the event (meals, coffee breaks and refreshments);
- social programmes connected to the activity, including costs of excursions up to a reasonable proportion and amount;
- preparation of documentation connected to the event, i.e. printing and distribution costs;
- arrangement of conference kits (pens, notepads, folders, bags...);

- arrangement of conference venue: e.g. conference hall rent, rent of audio-visual equipment;
- translation and interpretation costs, including the rent of equipment (although the working language of the CEI is English, these costs are admissible in special cases where the added value is proven);
- promotion of the event, e.g. advertising campaigns, including printing of posters, leaflets etc.

8. Experts and speakers

As a rule, experts and speakers should come from within the CEI region and only in exceptional cases from third countries. The CEI's financial contribution can also cover experts' and speaker's fees up to 50% of the cost and within a ceiling of 500 EUR each. If the speaker or expert comes from a non-CEI country, the organizers need to justify his/her participation on grounds of expertise.

9. Management

In addition to the person responsible for project implementation, another person should assume the responsibility for the financial management. Should this not be possible, the reasons should be given.

C. Allocation Procedure

1. Assessment by CEI Network of Focal Points

Upon receipt of the applications, the respective CEI Network of Focal Points will be invited to evaluate the proposed Cooperation Activity.

2. Communication to the CNC

The result of this evaluation (recommended / approved / not recommended) will be communicated to the next meeting of the Committee of National Coordinators along with a recommendation of the CEI-ES with regard to the amount to be granted in support of the project. In making its recommendations, the CEI-ES will take into account the result of the evaluation by the CEI Network of Focal Points, the compatibility with the Plan of Action and the availability of Funds. When the CNC does not meet for more than a month the approval of a Cooperation Activity can also be obtained by means of a written procedure. The documentation will be forwarded by the CEI-ES to the CEI National Coordinators who will be invited to express themselves within two weeks. Lack of response will be interpreted as approval of the Cooperation Activity.

3. CNC decision

The CNC decides on the allocation of resources to the Cooperation Activity in question, taking into account the recommendations of the CEI-ES.

D. Disbursement Conditions

1. Communication to the organisers

Once a Cooperation Activity has been approved by the CNC, the organisers will be informed by the CEI-ES on its outcome and, as appropriate, be given additional explanations on the implementation and monitoring of the project.

2. Instalments

The disbursement of the authorised CEI contribution may take place after the conclusion of the project. Normally, however, it is transferred to the organiser in two instalments.

3. Advance payment

Prior to the start of the Cooperation Activity the organisers can request an advance payment of up to 50% of the authorised CEI contribution.

4. Final payment / conditions

Once the Cooperation Activity is terminated, the remaining amount will be made available on the basis of expenses actually incurred.

5. Ceiling

This second and final disbursement cannot exceed the originally authorised CEI contribution. It will, however, be lower, should certain budgeted expenses not have been made or not be adequately justified.

6. Percentage rule

If there is a considerable difference between the original budget and the final account, the CEI will have to apply the percentage rule: the CEI contribution to the entire budget will be adjusted to the percentage originally authorised.

7. Use of CEI logo

The financial support is conditional upon the use of the CEI logo. The organisers must, therefore, be in a position to prove that they have:

- used the CEI logo alongside the main title of the event on the cover page;
- exhibited the CEI logo outside of the building and/or inside the meeting room;
- exhibited CEI posters provided by the CEI-ES;
- distributed to participants the information material provided by the CEI-ES.

E. Advance Payment

1. Submission procedure

Once a Cooperation Activity has been approved by the CNC the CEI-ES will send to the organisers a form for a "Request for Advance Payment". In submitting this request the organisers should use their letterhead and send it by fax or e-mail to the CEI-ES. Since the original signature is required, the original request ought to be sent to the CEI-ES in Trieste also by mail (upon receiving the fax or e-mail the CEI-ES might advise on any necessary corrections before the original is mailed). When submitting the "Request for Advance Payment", the organizers are asked to provide the CEI-ES with a draft programme of the forthcoming event.

2. Decreased co-financing

Please note that if you have not been able to secure the additional outside funding indicated in the Application Form, the approved CEI co-financing will decrease according to the percentage authorised.

3. Bank transfer

Please note that the account into which the CEI contribution shall be transferred should belong to the organising institution of the Cooperation Activity. In addition, please note that due to technical reasons (i.e. bank transaction), payments may take up to 30 days to arrive on the organisers' account.

F. Final Payment

1. Submission procedure and annexed documentation

After the event has taken place, the organisers need to submit a final report on the basis of the form entitled "Request for Final Payment" and send it to the CEI-ES by email or fax. Since the original signature is required, originals ought to be sent to the CEI-ES by ordinary mail. The expenses should be listed in a consolidated form and accompanied by a complete documentation:

- justification of the entire expenses of the cooperation activity, not only the portion paid by the CEI (invoices or equivalent proof of payment made, in English or accompanied by an appropriate translation into English); please note that the proof for accommodation and

travel expenses needs to be individualised (hotel bills and travel air tickets must contain the name of the beneficiary);

- the questionnaires for post-implementation evaluation filled in by participants;
- in-kind contributions must be justified in an appropriate manner and must represent a reasonable proportion of the total costs;
- a complete set of material distributed during the event (e.g. programme, brochures, invitation letter, etc.);
- the list of speakers with their complete contact data (profession, institution, address, phone/fax, e-mail);
- a list of participants indicating their nationality and full contact data (profession, institution, address, phone/fax, e-mail);
- a summary report on the results of the event (conclusions, intended future activities) and of repercussions in the media (visibility);
- photographic material for possible publication.

Please, note that the final payment cannot be made before the above-mentioned final report has been received and approved. If the expenses are not adequately documented or if they are not as high as originally estimated, deductions will be made from the Final Payment.

2. Use of event documentation

It is understood that the material prepared by the organisers in connection with the project can be used, published or distributed by the CEI without restrictions.

3. Deadline for submission

The Request for Final Payment with the annexes enumerated under point 1 needs to be submitted to the CEI-ES within 90 days after conclusion of the Cooperation Activity. A delayed submission needs to be justified. After this period, the organiser will lose the right to claim the second tranche of the payment. Nevertheless, he/she will need to justify the use of the Advance Payment already received and refund to the CEI the amount which could not be used in the manner originally authorised by the CNC.

G. Monitoring and Post-Implementation Evaluation

1. Identification of a monitor

In order to guarantee an adequate information the CEI-ES can ask a suitable person to monitor the project implementation. This could be the National Coordinator, a member of the relevant CEI Network of Focal Points, or another trustworthy person having a working relationship with the CEI. The monitor will be consulted on his/her findings by the CEI-ES.

2. Post-Implementation Evaluation

The CEI-ES will conduct a post-implementation evaluation: in this regard, the organizers are urged to distribute among participants the following questionnaire for post-implementation evaluation, and send it back to the CEI-ES along with the final report.



Questionnaire for Post Implementation Evaluation of cooperation activities

Title of Cooperation Activity: _____

Venue: _____

HOW DO YOU EVALUATE:	<u>Excellent</u>	<u>Adequate</u>	<u>Poor</u>
• The overall organisation			
• The documentation provided			
• The participation			
• The quality of presentations			
• The opportunity for networking			
• The planned follow-up			
• The CEI visibility			

Name (optional) _____

Country represented _____