

LA PLATA, 31 MAY 2011

VISTO el expediente N° 22400-1706/09, por el cual tramita la aprobación del Acuerdo de Asociación relativo a la ejecución del Proyecto titulado "EU-LA-WIN Unión Europea y América Latina para las políticas integradas de Bienestar" rubricado entre la Regione Emilia-Romagna Servizio Politiche Europee e Relazioni Internazionali y el Ministerio de la Producción, y

CONSIDERANDO:

Que el convenio mencionado en el exordio, tiene por objeto la organización de una asociación con el fin de implementar el proyecto EU-LA-WIN Unión Europea y América Latina para las políticas integradas de Bienestar aprobado por la Comisión Europea- Oficina de Cooperación EuropeAid, con fecha 13 de octubre de 2.008;

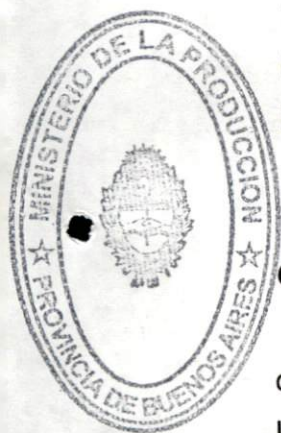
Que de conformidad a lo prescripto en su tercera cláusula el Ministerio de la Producción se compromete a hacer todo lo que esté a su alcance para promover la ejecución del Proyecto citado;

Que han tomado intervención Asesoría General de Gobierno a fojas 51/51 vuelta, Contaduría General de la Provincia a fojas 53/53 vuelta y Fiscalía de Estado a fojas 55 y 56;

Que la presente medida se dicta en uso de las atribuciones conferidas por los artículos 144 – proemio - de la Constitución de la Provincia de Buenos Aires y 124 de la Constitución de la Nación Argentina;

Por ello,

**EL GOBERNADOR DE LA PROVINCIA DE BUENOS AIRES
DECRETA**



Poder Ejecutivo
Provincia de Buenos Aires

ARTÍCULO 1º. Aprobar el Acuerdo de Asociación relativo a la ejecución del proyecto titulado "EU-LA-WIN Unión Europea y América Latina para las políticas integradas de Bienestar" rubricada entre la Regione Emilia-Romagna Servizio Politiche Europee e Relazioni Internazionali, en su carácter de Socio Líder, y el Ministerio de la Producción en representación del Gobierno de la Provincia de Buenos Aires, en su carácter de Socio 1, con los Anexos A-1 y I a VIII, que forman parte integrante del presente, en virtud de los considerandos expuestos.

ARTÍCULO 2º. La celebración y/o aprobación de los documentos enmarcados en el Acuerdo aprobado por el artículo precedente, deberán previamente ser sometidos a conocimiento de los Organismos de Asesoramiento Legal y Control de la Constitución.

ARTÍCULO 3º. El presente decreto será refrendado por el Ministro Secretario en el Departamento de la Producción.

ARTÍCULO 4º. Registrar, notificar al Fiscal de Estado, comunicar al Honorable Congreso de la Nación, publicar, dar al Boletín Oficial, al SINBA y pasar al Ministerio de la Producción. Cumplido, archivar.

DECRETO N° 571

MARTIN M.N. FERRE
Ministro de la Producción
Provincia de Buenos Aires

DANIEL OSVALDO SCIOLI
Gobernador de la
Provincia de Buenos Aires



PARTNERSHIP AGREEMENT
concerning the implementation of the
Project entitled

**"EU-LA-WIN European Union and Latin
America for Welfare Integrated policies"**

**DCI-ALA/19.09.01/2008/19157 /161-
164/URB-AL III-57**

*within the framework of the URB-AL III
Programme*

between:

**LEAD PARTNER : Regione Emilia-Romagna –
Servizio Politiche Europee e Relazioni
Internazionali - VIALE ALDO MORO, 64 -
40127 BOLOGNA – Italy**

Represented by: **ENRICO COCCHI** –
Direttore Generale - Programmazione
territoriale e negoziata, intese. Relazioni
europee e relazioni internazionali.

and

**Partner n 1: Gobierno de la Provincia de
Buenos Aires**

Represented by: **Martín Miguel Nicolás
Ferré, Ministro de la Producción**

ACUERDO DE ASOCIACIÓN
relativa a la ejecución del Proyecto
titulado

**"EU-LA-WIN Union Europea y America
Latina para las políticas integradas de
Bienestar"**

**DCI-ALA/19.09.01/2008/19157 /161-
164/URB-AL III-57**

en el marco del Programa URB-AL III

entre:

**SOCIO LÍDER: Regione Emilia-Romagna –
Servizio Politiche Europee e Relazioni
Internazionali - Viale Aldo Moro, 64- 40127
Bologna - Italia**

Representado por: **ENRICO COCCHI** -
Director General – Programación territorial y
negociada, acuerdos. Relaciones Europeas y
Relaciones internacionales.

y

**Socio n 1: Gobierno de la Provincia de
Buenos Aires**

Representado por: **Martín Miguel Nicolás
Ferré, Ministro de la Producción**

Preamble

In order to implement the project "**EU-LA-WIN European Union and Latin America for Welfare Integrated policies**" Project, hereinafter referred to as "the Project" approved by the European Commission in the framework of the URB-AL III Programme, the Partners shall commit to the following.

§ 1 Object

The object of the agreement is the organisation of a partnership in order to implement the **EU-LA-WIN European Union and Latin America for Welfare Integrated policies** Project approved by the **European Commission - EuropeAid Cooperation Office** on 13 October 2008.

§ 2 Definition of partners

The Project Partners involved in the implementation of the Project are:

LEAD PARTNER : Regione Emilia-Romagna – Servizio Politiche Europee e Relazioni Internazionali - VIALE ALDO MORO, 52 - 40127 BOLOGNA – Italy

Represented by: **ENRICO COCCHI** – Direttore Generale - Programmazione territoriale e negoziata, intese. Relazioni europee e relazioni internazionali.

The Lead Partner (LP) is the organisation responsible for the overall Project. This organisation is the sole responsible party to the Commission of the European Communities hereinafter referred to as the "Contracting Authority" concerning the due implementation of the Project.

Partner 1: Gobierno de la Provincia de Buenos Aires, Bartolome Mitre n. 430, 3° piso. Ciudad Autonoma de Buenos Aires. CP 1036AAH - Republic of Argentina

Represented by: **Martín Miguel Nicolás Ferré**, Ministro de la Producción

Preámbulo

Con el fin de ejecutar el proyecto "**EU-LA-WIN Unión Europea y América Latina para las Políticas integradas de Bienestar** " en lo sucesivo denominado "el proyecto" aprobado por la Comisión Europea en el marco del programa URB-AL III, los Socios se comprometerán a lo siguiente.

§ 1 - Objeto

El objeto del acuerdo es la organización de una asociación con el fin de implementar el proyecto **UE-LA-WIN Unión Europea y América Latina para las Políticas integradas de Bienestar** aprobado por la **Comisión Europea - Oficina de Cooperación EuropeAid** el 13 de octubre de 2008.

§ 2 - Definición de los socios

Los socios del proyecto participan en la ejecución del proyecto son:

SOCIO LÍDER: Regione Emilia-Romagna – Servizio Politiche Europee e Relazioni Internazionali - VIALE ALDO MORO, 52 - 40127 BOLOGNA – Italia

Representado por: **ENRICO COCCHI** - Director General - Programación territorial y negociada, acuerdos. Relaciones Europeas y Relaciones internacionales

El líder es el responsable de la organización general del proyecto. Esta organización es la única parte responsable para la Comisión de las Comunidades Europeas en lo sucesivo denominado "el Órgano de Contratación", relativa a la debida ejecución del proyecto.

Socio 1: Gobierno de la Provincia de Buenos Aires, Bartolomé Mitre n. 430, 3 ° piso. Ciudad Autonoma de Buenos Aires. CP 1036AAH - República Argentina

Representado por: **Martín Miguel Nicolás Ferré**, Ministro de la Producción

Partner 2: GOVERNO DO ESTADO DO PARANÁ

Represented by: **ROBERTO REQUIÃO**,
Governador do Estado do Paraná.

Secretaria de Estado da Agricultura e do Abastecimento do Paraná – SEAB, Rua Dos Funcionários, 1559 – Cabral – Curitiba/Paraná/Brazil

Represented by: **VALTER BIANCHINI**,
Secretário de Estado da Agricultura e Abastecimento.

Partner 3: Regione Marche, Via Gentile da Fabriano, 9, 60125 – Ancona- Italy

Represented by: **Raimondo Orsetti**, Dirigente della PF Relazioni Internazionali, Cooperazione allo Sviluppo e Territoriale

Partner 4: Comune di Roma – Municipio XVII, Circonvallazione Trionfale 19 - 00195– Roma- Italy

Represented by: **Vincenzo Vastola**, Director

Partner 5: Comitato Internazionale per lo Sviluppo dei Popoli (CISP), Via Germanico 198 - 00192 Roma, Italy

Represented by: **Paolo Dieci**, Director

Partner 6: Centro di Educazione Sanitaria e tecnologie appropriate sanitarie (CESTAS), Via Ranzani 13/5/F, 40127, Bologna- Italy

Represented by: **Uber Alberti**, President

Partner 7: MANCOMUNITAT DE LA RIBERA ALTA, Josep Dolz, 2. 46600 ALZIRA– Spain

Represented by: **ROSA SEBASTIÀ ASENSI**, President

Partner 8: Municipio de General Pueyrredón, Hipólito Yrigoyen N°1627- 7600 - Mar del Plata - Argentina –

Represented by: **Gustavo Arnaldo Pulti**, Mayor

Partner 9: IDEA Instituto para el Desarrollo de Antioquia – Calle 42 N° 52-259- Medellín,**Socio 2: GOVERNO DO ESTADO DO PARANÁ**

Representado por: **ROBERTO REQUIÃO**,
Governador do Estado do Paraná.

Secretaria de Estado da Agricultura e do Abastecimento do Paraná – SEAB, Rua Dos Funcionários, 1559 – Cabral – Curitiba/Paraná/Brazil

Representado por: **VALTER BIANCHINI**,
Secretário de Estado da Agricultura e Abastecimento.

Socio 3: Regione Marche, Via Gentile da Fabriano, 9, 60125 - Ancona-Italia

Representado por: **Raimondo Orsetti**, Dirigente de la PF Relaciones Internacionales, Cooperación al Desarrollo y territorial

Socio 4: Comune di Roma – Municipio XVII, Circonvallazione Trionfale 19 – 00195 - Roma- Italia

Representado por: **Vincenzo Vastola**, Direttore

Socio 5: Comitato Internazionale per lo Sviluppo dei Popoli (CISP), Via Germanico 198 - 00192 Roma, Italia

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Socio 7: MANCOMUNITAT DE LA RIBERA ALTA, Josep Dolz, 2. 46600 ALZIRA– España

Representado por: **ROSA SEBASTIÀ ASENSI**, Presidente

Socio 8: Municipio de General Pueyrredón, Hipólito Yrigoyen N° 1627 - 7600 - Mar del Plata - Argentina –

Representado por: **Gustavo Arnaldo Pulti**, Intendente Municipal

Socio 9: IDEA Instituto para el Desarrollo de Antioquia - Calle 42 N° 52-259- Medellín,

Handwritten signature/initials

Colombia

Represented by: **Alvaro Vasquez Osorio**,
Director

The Project Partners, are the organisations responsible for the activities of the Project as stated in the Application Form, according to the action plan, the implementation schedule and the budget.

§ 3 Duties and obligations of the partner

3.1 The Partner commits itself to do everything in its power to foster the implementation of the Project. It shall accept the grant contract and the obligations formulated in the agreement between the Contracting Authority and the Lead Partner (annex A of this document)

3.2 In particular, the **Lead Partner** shall perform the following duties and obligations:

- appoint a project coordinator for the parts of the operation for which it is responsible and give the project coordinator the authority to represent the partner in the operation
- start the Project according to the Action plans approved by the Steering Committee;
- implement the Project as a whole within the time schedule stated in the approved work plan and fulfill the obligations arising from the approval of grant;
- receive the grants and transfer it in due time to the other Partners;
- manage and verify appropriate spending of the grant;
- carry out the Project's overall accounting and produce all documents required for the final audit;
- define information and publicity actions to promote the Programme;
- establish the division of mutual responsibilities with the Partners;
- edit and transfer periodical progress reports, intermediate activity reports, final reports, follow up budget documents, financial reports and applications for budgetary or term amendments to the Contracting Authority

Colombia

Representado por: **Alvaro Vasquez Osorio**,
Gerente

Los socios del proyecto, son las organizaciones responsables de las actividades del proyecto tal como se indica en el formulario de solicitud, de acuerdo con el plan de acción, el calendario de ejecución y el presupuesto.

§ 3 Funciones y obligaciones del socio

3.1 El socio se compromete a hacer todo lo que esté a su alcance para promover la ejecución del proyecto. Deberá aceptar el contrato de subvención y las obligaciones formuladas en el acuerdo entre la Administración Contratante y el Socio líder (anexo A del presente documento)

3.2 En particular, el **Socio líder** ejercerá las siguientes funciones y obligaciones:

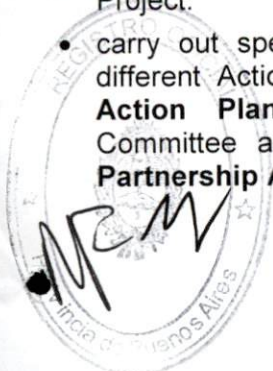
- nombrar a un coordinador del proyecto para las partes de la operación de la que es responsable y darle la autoridad para representarlo
- iniciar el proyecto de acuerdo a los planes de acción aprobados por el Comité Directivo;
- aplicar el proyecto en su conjunto dentro de los plazos previstos en el plan de trabajo aprobado y cumplir las obligaciones derivadas de la aprobación de la concesión;
- recibir las subvenciones y transferencias que a su debido tiempo a los demás socios;
- verificar la adecuada gestión y el gasto de la subvención;
- llevar a cabo el proyecto global de la contabilidad y presentar todos los documentos necesarios para la auditoría final;
- Definir acciones de información y publicidad para promover el Programa;
- establecer la división de responsabilidades mutuas con los socios;
- elaborar y transmitir informes periódicos, informes de actividades intermedias, informes finales, de seguimiento de los documentos presupuestarios, informes financieros y las solicitudes de modificaciones presupuestarias o plazos para el Órgano de Contratación.

3.3 The Project Partners and the Lead Partner (in his function as a project partner) shall accept the following duties and obligations:

- accept the rules and the obligations set forth in the Grant Contract between the Contracting Authority and Lead Partner and in the annexes and see to compliance for his part of the Project;
- implement the portion of the Project for which he is responsible and fulfil the obligations arising from the approval of the grant;
- agree on a common response in the event of deficiency on the part of one of the Project Partners and undertake to rapidly find a valid solution of substitution that is acceptable to the Contracting Authority;
- commit to keeping separate accounts of transactions related to the project implementation;
- provide the required data to monitor the project implementation and to draw up narrative reports and financial reports according to the following timetable:
- provide self-declaration on the validity of expenditures paid for the project on the basis of the rules of the Programme
- edit activity, budgetary and financial reports that are to be submitted to the Lead Partner;
- be responsible for his budget (including the reclamation of funds by the Contracting Authority in case of failure) up to the amount as to which the Partner participates in the programme;
- take part in the evaluation and the dissemination of the Project results in accordance with the Contracting Authority's requirements;
- notify the Lead Partner immediately of any event that could lead to a temporary or final discontinuation or any other deviation of the Project.
- carry out specific task and activities in the different Actions according to the **Operative Action Plan** approved by the Steering Committee as stated in § art. 5.3 of the **Partnership Agreement**

3.3 Los Socios del Proyecto y el Líder (en su función como socio del proyecto) deberá aceptar las siguientes funciones y obligaciones:

- aceptar las normas y las obligaciones estipuladas en el contrato de subvención entre el Órgano de Contratación y Socio líder y en los anexos y cumplir su parte del proyecto;
- implementar la parte del proyecto del que es responsable y cumplir las obligaciones derivadas de la aprobación de la subvención;
- acordar una respuesta común en caso de deficiencia por parte de uno de los socios del proyecto y comprometerse a encontrar rápidamente una solución de sustitución que sea aceptable para el Órgano de Contratación;
- se comprometen a mantener una contabilidad separada de las transacciones relacionadas con la ejecución del proyecto;
- proporcionar los datos necesarios para supervisar la ejecución de los proyectos y elaborar informes descriptivos e informes financieros de acuerdo con el siguiente calendario:
- obtener una auto-declaración sobre la validez financiera de los gastos pagados para el proyecto sobre la base de las normas del Programa
- realizar informes financieros, de las actividades, los presupuestarios para ser presentados al socio líder;
- ser responsable de su presupuesto (incluida la recuperación de fondos por el Órgano de Contratación en caso de fallo) en relación a la cantidad con la cual el socio participa en el programa;
- participar en la evaluación y la difusión de los resultados del proyecto en conformidad con lo solicitado por el Órgano de Contratación;
- notificar al Socio líder de inmediato ante cualquier acontecimiento que pueda conducir a una suspensión temporal o definitiva o cualquier otra desviación del proyecto.
- llevar a cabo tareas y actividades específicas en las diferentes acciones de acuerdo con el **Plan de Acción Operativo** aprobado por el Comité Directivo como se indica en el apartado 5.3 del **Acuerdo de Asociación**



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§ 4 Narrative reports and financial reports

4.1 Every Partner commits to provide the Lead Partner with the information needed to draw up Narrative and Financial reporting and other specific documents (Informe de seguimiento semestral) as required by the Contracting Authority respecting the following deadlines at the latest:

15 November 2009: I interim report

I Informe de Seguimiento

15 May 2010: II Informe de Seguimiento

15 November 2010: II interim report

III Informe de Seguimiento

15 May 2011: IV Informe de Seguimiento

15 November 2011: III interim report

V Informe de Seguimiento

30 April 2012 Final Report

The Lead Partner shall systematically send every Project Partner copies of Narrative/Financial Reports and Informe de seguimiento, submitted to the Contracting Authority.

4.2 The Lead Partner can require every Project Partner to provide additional information necessary or appropriate to draw up a report or to comply with a Contracting Authority request for information or a request for information from any other body that is authorised thereto.

4.3 The Lead Partner shall keep the Project Partners informed on a regular basis about all relevant communication between the Lead Partner and the Contracting Authority.

§ 5 Partnership Organisation

5.1 A **Steering Committee** composed by 1 representative from each partner will be set up to take key decisions and monitor the project efficient and efficacious implementation.

5.2 Each Partner will commit itself to guarantee the presence of one representative in the

§ 4 Informes narrativos y financieros

4.1 Cada socio se compromete a proporcionar al Socio líder la información necesaria para elaborar informes descriptivos y financieros y otros documentos (Informe de seguimiento semestral) requeridos por el Órgano de Contratación respetando las siguientes fechas a más tardar

15 Noviembre 2009: I report intermedio

I Informe de Seguimiento

15 Mayo 2010: II Informe de Seguimiento

15 Noviembre 2010: II report intermedio

III Informe de Seguimiento

15 Mayo 2011: IV Informe de Seguimiento

15 Noviembre 2011: III report intermedio

V Informe de Seguimiento

30 Abril 2012 Informe Final

El Socio líder deberá enviar sistemáticamente a todos los socios del proyecto copias de los informes descriptivos/financieros y Informes de seguimiento, presentados al Órgano de Contratación.

4.2 El Socio líder del proyecto puede requerir a todos los socios que proporcionen información adicional necesaria o apropiada para elaborar informes o para cumplir con las solicitudes de información del Órgano de Contratación o de una solicitud de información de cualquier otro órgano que es autorizado a requerirlo.

4.3 El Socio líder mantendrá informado a los socios del proyecto en forma regular acerca de todas las comunicaciones entre el Socio líder y el Órgano de Contratación.

§ 5 Organización de la Asociación

5.1 El **Comité Directivo** estará compuesto por 1 representante de cada uno de los socios quienes se reunirán para tomar decisiones fundamentales y supervisar la eficiente y eficaz aplicación del proyecto.

5.2 Cada socio se compromete a garantizar la presencia de un representante en las reuniones

meetings of the Steering Committee

- 5.3 The implementation of the project will be organised according the **Operative Action Plan (OAP)** approved by the Steering Committee. Once approved the OAP will be part of the partnership agreement.

§ 6 Responsibilities

- 6.1 The Lead Partner is the sole responsible party to the Contracting Authority of the Programme concerning the due implementation of the Project and compliance with obligations arising from the approval of the grant.

6.2 Each Project Partner is directly and exclusively responsible to the Lead Partner for the due implementation of his respective part of the Project and for the proper fulfilment of his duties and obligations as set out in this agreement and its annexes.

6.3 Each Project Partner including the Lead Partner (being the organisations, not the individual representatives) shall be liable to the other Project Partners and shall indemnify and hold harmless such other partners for and against any liabilities, damages and costs resulting from the non-compliance of his (and his local partners) duties and obligations as set forth in this agreement and its annexes.

§ 7 Duration of the agreement

- 7.1 This agreement shall take effect on the date of signature. It shall remain in force until the Lead Partner has discharged in full his obligations to the Programme.

The action implementation period and the period for eligible expenses is **from 1/1/2009 till 31/12/2011**, except for possible date extension approved by the Contracting Authority. The expenses incurred by the partners prior to that date shall be deemed non-eligible.

- 7.2 The period in which the Project must be concluded may be altered with the Contracting Authority permission.

7.3 Following the termination of the agreement, every Partner is obligated to comply with the obligations concerning the keeping and filing of documents as stated in art .11 and 12.

del Comité Directivo.

- 5.3 La ejecución del proyecto será organizada según el **Plan Operativo Anual (POA)**, aprobado por el Comité Directivo. Una vez aprobado el OAP formará parte del acuerdo de asociación.

§ 6 Responsabilidades

- 6.1 El Socio líder es el único responsable ante el Órgano de Contratación del Programa relativo a la debida ejecución del proyecto y del cumplimiento de las obligaciones derivadas de la aprobación de la subvención.

6.2 Cada socio del proyecto es directa y exclusivamente responsable ante el Socio líder del debido cumplimiento de su respectiva parte del Proyecto y del buen cumplimiento de sus deberes y obligaciones establecidos en este acuerdo y sus anexos.

6.3 Cada socio del proyecto incluido el Socio líder (siendo éstas organizaciones, no representantes individuales) será responsable de los demás socios del proyecto y deberá indemnizar y mantener indemne a los demás socios a favor y en contra de cualquier responsabilidad, daño y costos resultantes de la falta de cumplimiento de sus (y sus socios locales) derechos y obligaciones enunciados en este acuerdo y sus anexos.

§ 7 Duración del acuerdo

- 7.1 El presente acuerdo tendrá efecto a partir de la fecha de la firma. Permanecerá en vigor hasta que el líder haya cumplido sus obligaciones con el Programa en su totalidad.

El período de ejecución de la acción y el período de los gastos subvencionables es **de 1/1/2009 hasta el 31/12/2011**, con la excepción de posible prórroga aprobada por el Órgano de Contratación. Los gastos efectuados por los socios antes de esa fecha se considerará no elegible.

- 7.2 El período en que el proyecto debe concluirse podrá ser modificado con autorización del Órgano de Contratación.

7.3 Tras la terminación del acuerdo, cada socio está obligado a cumplir con las obligaciones relativas a la contabilidad y la presentación de documentos como se indica en el artículo § 11 y 12.

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§ 8 Budgetary and financial management

8.1 The Lead Partner is the sole responsible party to the Contracting Authority for the budgetary and financial management of the Project. He shall be responsible for the realisation and the transfer of Payments and requests for modification of the budget.

8.2 The budget of the project approved by the "Contracting Authority" (annex A.III budget form) shall determine the sum total of eligible expenditure, as well as its breakdown into the various items of expenditure.

§.9 Financial contribution to the project

9.1 The total eligible cost of the project is € 3.138.527,50, the European Commission contribution to the project amounts to **Euro 2.353.895,63 (75%)**, the total partners co-financing is € 784.631,88 (25%).

9.2. Each partner will co-finance the project with its own financial resources according to the contributions described in the **Breakdown of cost for project partner** once approved by the Steering Committee.

Specifically, **the partner n.º 1 will:**

a) have a **total budget cost** for implementing the action of **€ 553.668,33**

b) **receive a maximum total amount of EC contribution of €415.251,25** (respectively 75% of total expenditures paid)

c) **co-finance with its own resource an amount of €138.417,08** (respectively 25% of total expenditures paid)

9.3 Should the total budget cost borne by the Partner at the end of the action lower than the amount stated in art. 9.2.a), the Lead Partner will transfer the EC contribution applying the percentage of 75%

9.4 The total EC contribution can not in any circumstances exceed the maximum amount as stated in art. 9.2.b) of this agreement.

§. 10 Payment arrangements

10.1 The LP shall transfer to each partner the

§ 8 Presupuesto y gestión financiera

8.1 El Socio líder es el único responsable ante el Órgano de Contratación de la gestión presupuestaria y financiera del proyecto. Será responsable de la realización y la transferencia de pagos y solicitudes de modificación del presupuesto.

8.2 El proyecto de presupuesto aprobado por el Órgano de Contratación (anexo A. III presupuesto) determinará la suma total de los gastos subvencionables, así como su desglose en las distintas partidas de gastos.

§.9 Contribución financiera del proyecto

9.1 El costo total subvencionable del proyecto es de 3.138.527,50 €, la contribución de la Comisión Europea en la ejecución del proyecto asciende a **Euros 2.353.895,63 (75%)**, el total de cofinanciación de los socios es de € 784.631,88 (25%).

9.2. Cada uno de los socios co-financiará el proyecto con sus propios recursos financieros de acuerdo a las contribuciones descritas en el **desglose de los costos del proyecto** una vez aprobado por el Comité Directivo.

En concreto, **el socio n.º 1 deberá:**

a) tener un **presupuesto total** de gastos para la ejecución de la acción de **€ 553.668,33**

b) **recibir** un importe máximo total de la contribución de la CE de **€415.251,25** (respectivamente el 75% del total de los gastos pagados)

c) **co-financiar con sus propios recursos una suma de €138.417,08** (respectivamente el 25% del total de los gastos pagados)

9.3 En caso de que el presupuesto total de gastos utilizados por el Socio en el término de la acción, sea inferior a la cantidad indicada en el art. 9.2.a), el Socio líder transferirá la contribución CE aplicando el porcentaje del 75%

9.4 El total de contribución de la CE no puede exceder en ningún caso la cantidad máxima que se indica en el art. 9.2.b) del presente acuerdo.

§. 10 Modalidades de pago

10.1 El LP transferirá a cada socio la concesión

grant coherently with the activities implemented and financial and narrative reports submitted to the lead partner according to the timetable indicated in art 4.1 Narrative reports and financial reports of this agreement.

10.2 Each partner will receive as soon as possible the transfer of interim and final payment once the Lead partner has completed the relevant procedures.

10.3 Payments will be made in €. Any conversion into euro of the real costs borne in other currencies shall be done at the rate made up by the average of the rates published in InforEuro

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> for the months covered by the relevant report.

§ 11 Accounting principles

11.1 Every Project Partner commits to keeping separate accounts in accordance with the rules prescribed in **Annex II of the Grant Contract - General Conditions applicable to European Community-financed grants** and in accordance with the rules concerning eligible expenditure.

Accounting reports and copies of all pieces of evidences (invoices, documents related too tender, bank statement), shall be submitted to the Lead Partner, in accordance with the schedule and requirements stipulated in annex II to the Grant Contract between Emilia-Romagna Region and the European Commission. Financial reports must be accompanied by a self-declaration on the validity of the expenditures paid for the project on the basis of the rules of the Programme, including the specifications stated in Annex II and Annex IV of the Grant Contract.

11.2 The Lead Partner is the sole responsible party to the Contracting Authority concerning Payment arrangements. The Lead Partner must ensure the reliability of the accounting and financial reports and documents drawn up by every Project Partner. The Lead Partner can request further information and evidence to that effect.

11.3 In default of evidence or in the event of non-

coherente con las actividades realizadas y los informes narrativos y financieros presentados al socio Líder de acuerdo con el calendario indicado en el artículo 4.1 Informes narrativos y financieros de este acuerdo.

10.2 Cada socio recibirá la transferencia de los pagos intermedios y el saldo final una vez efectuadas los tramites pertinentes por parte del Socio Líder a la mayor celeridad posible.

10.3 Los pagos se efectuarán en €. Cualquier conversión en euros de los costos reales efectuados en otras monedas se hará al tipo de cambio compuesto por el promedio de los tipos publicados en InforEuro

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> durante los meses relativos al informe pertinente.

§ 11 Principios de contabilidad

11.1 Todos los socios del proyecto se comprometen a mantener una contabilidad separada de acuerdo con las normas prescritas en el **Anexo II del Contrato de Concesión - Condiciones Generales aplicables** a los financiamientos de la Comunidad Europea y las subvenciones de conformidad con las normas relativas a los gastos subvencionables.

Los informes contables y las copias de todos los comprobantes (facturas, presupuestos, estado de cuenta bancaria) se presentará a la Socio líder, de acuerdo con el calendario y los requisitos estipulados en el anexo II del Contrato de Concesión entre la Región Emilia-Romana y la Comisión Europea. Los informes financieros tienen que incluir una auto-declaración sobre la validez de los gastos pagados para el proyecto sobre la base de las normas del Programa, de acuerdo con las especificaciones que se indican en los anexos II y IV del Contrato de Concesión.

11.2 El Socio líder es el único responsable ante el Órgano de Contratación relativamente a los arreglos de pago. El Socio líder debe garantizar la confiabilidad de la contabilidad, los informes financieros y los documentos elaborados por cada socio del proyecto. El Socio líder puede solicitar más información y pruebas a tal efecto.

11.3 A falta de pruebas o en caso de incumplimiento de las normas relativas al

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fulfilment of the Programme rules concerning eligibility of expenses, the Lead Partner shall ask the Project Partner to rework the submitted financial documents. In case of repeated non-fulfilment, the Lead Partner shall be entitled to deny the expenses submitted by a Project Partner. In that case the Lead Partner is obliged to inform the Partner concerned on the denial of the expenses and the motivation thereto.

§ 12 Verification and keeping the documents

12.1 Every Project Partner is obliged to keep the documents required for the verification of the implementation of the Project and eligible expenses and to make them available for control to the competent bodies and institutions.

12.2 The Lead Partner as well as every Project Partner shall be, individually, obliged to keep and file all accounting documents and other documents for a period of seven years as from the date of the last transfer concerning the grant.

12.3 The national rules concerning the verification or the keeping of documents, from which the partners may never deviate, shall remain applicable if they set forth stricter obligations.

§ 13 Working languages

The working languages of the partnership shall be English and Spanish. Internal agreements must be made regarding provisions for interpreting between these languages at seminars and workshops if necessary.

§ 14 Extension of the agreement

This agreement is entered into force for the duration stipulated in art.7 of the present document and cannot be extended implicitly.

§ 15 Co-operation with third parties

In the event of co-operation with third parties (public or private bodies), and of delegation of part of the activities or of outsourcing, the Project Partner shall remain the sole responsible parties to the Lead Partner and through the latter to the Contracting Authority, concerning compliance with their obligations by virtue of the conditions

incumplimiento de las normas relativas al Programa de elegibilidad de los gastos, el Socio líder pedirá al socio del proyecto la presentación de las modificaciones de los documentos financieros. En el caso de reiterado incumplimiento, el socio líder tendrá derecho a negar los gastos presentados por dicho socio del proyecto. En ese caso, el líder estará obligado a informar al socio interesado sobre la denegación de los gastos y la motivación de la misma.

§ 12 Verificación y mantenimiento de los documentos

12.1 Todos los socios del proyecto están obligados a conservar los documentos necesarios para la verificación de la ejecución del proyecto y los gastos subvencionables y a ponerlos a disposición para el control de los organismos competentes y las instituciones.

12.2 El Socio líder así como todos los Socios del proyecto tendrán, a título individual, la obligación de mantener todos los documentos y archivos y otros documentos contables por un período de siete años a partir de la fecha de la última transferencia relativa a la concesión.

12.3 Las disposiciones nacionales relativas a la verificación o el mantenimiento de los documentos, a las cuales los socios no pueden desatender, seguirán siendo aplicables en caso que éstas fueran obligaciones más estrictas a las establecidas.

§ 13 Idiomas de trabajo

Los idiomas de trabajo de la asociación serán **Inglés y Español**. Se realizarán acuerdos internos con disposiciones en relación a la interpretación entre los idiomas en seminarios y talleres en caso necesario.

§ 14 Extensión de la prórroga del acuerdo

Este acuerdo entra en vigor por la duración estipulada en el art.7 del presente documento y no puede ser prorrogado tácitamente.

§ 15 La cooperación con terceros

En el caso de la cooperación con terceros (organismos públicos o privados), y de delegación de parte de las actividades o de externalización, los socios del proyecto seguirán siendo el único responsable ante el Socio líder y éste ante la Autoridad Contratante, con respecto al cumplimiento de sus obligaciones en virtud de

set forth in this agreement.

In case of tender procedures each partner shall fulfil the rules and obligations as stated in **ANNEX IV to the Grant Contract**.

§ 16 Confidentiality

16.1 Although the nature of the implementation of this Project is public, it has been agreed that part of the information exchanged in the context of its implementation between the Project Partners themselves or with the Contracting Authority, can be confidential. Only documents and other elements explicitly provided with the statement "confidential" shall be regarded as such.

This mainly concerns studies that have been made available to one of the parties in the context of the Project concerning methods, know how, files or any other type of document labelled confidential. This information can only be used by the Partners according to the provisions of this agreement.

16.2 Project Partners commit to taking measures so that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Partner and the partner institution that provided the information.

The Project Partners commit to taking the same measures to maintain the confidential nature of the information, as they would do should it concern their own confidential information.

16.3 The information below is not covered by the confidentiality clause:

- information that is publicly disseminated without the publication being caused by default on the part of one of the Project Partners concerning his obligation to observe confidentiality;
- information which, with all appropriate means, the disseminating partner can prove that he possessed prior to the Project.

16.4 This confidentiality clause shall remain in force for two years following the termination of this agreement

las condiciones establecidas en este acuerdo.

En el caso de los procedimientos de licitación, cada socio deberá cumplir con las normas y obligaciones tal como se indica en el **Anexo IV del Contrato de Concesión**.

§ 16 Confidencialidad

16.1 Si bien la naturaleza de la ejecución de este proyecto es público, se ha acordado que parte de la información intercambiada en el contexto de su aplicación entre los socios del proyecto entre sí o con el Órgano de Contratación, puede ser confidencial. Serán considerados como tales sólo los documentos y otros elementos explícitamente mencionados como "confidenciales"

Esto afecta principalmente a los estudios que se han puesto a disposición de una de las partes en el contexto del proyecto relativo a los métodos, conocimientos técnicos, archivos o cualquier otro tipo de documentos etiquetados como confidenciales. Esta información sólo podrá ser utilizada por los socios de acuerdo a las disposiciones del presente acuerdo.

16.2 Socios del proyecto se comprometen a tomar medidas para que todos los miembros de los grupos de trabajo realicen sus tareas respetando el carácter confidencial de la información, y no la difundan, transmitan a terceros o la utilicen sin el consentimiento previo por escrito del socio principal y del socio o institución que proporcionó la información.

Los socios del proyecto se comprometen a adoptar las mismas medidas para mantener el carácter confidencial de la información, como lo harían en caso de que se refiriera a su propia información confidencial.

16.3 La información que figura a continuación no está cubierta por la cláusula de confidencialidad:

- información que se difundió públicamente, sin que dicha publicación haya sido causa del incumplimiento por parte de uno de los socios del proyecto en relación con su obligación de respetar la confidencialidad;
- información que con todos los medios apropiados, el Socio puede demostrar que poseía antes de la realización del Proyecto.

16.4 Esta cláusula de confidencialidad permanecerá en vigor durante los dos años consecutivos a la terminación de este acuerdo

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§ 17 Results of joint activities

Ownership of, and title and intellectual and industrial property rights to, the Action's results, reports and other documents relating to it shall be vested in the Lead Partner as stated in art. 7.1 of **ANNEX II to the Grant Contract between Emilia-Romagna Region and the European Commission.**

The project partners can use results, reports and other documents in agreement with the Lead Partner.

The Project Partners explicitly commit themselves, and without a time limit, to state that the implementation has taken place with the co-operation of the URB-AL Programme.

§ 18 Non-fulfilment of obligations or delay

18.1 Every Project Partner is obliged to promptly inform the Lead Partner and to provide the latter with all the useful details should there be events that could jeopardise the implementation of the Project.

18.2 Should one of the Project Partners be in default, the Lead Partner shall admonish him to comply within a reasonable period of time, a maximum of one month.

18.3 Should the non-fulfilment of obligations continue, the Lead Partner may decide to debar the Project Partner concerned from the Project. The Contracting Authority shall be promptly informed of such a decision. The debarred partner is obliged to refund to the Lead Partner any Programme funds received which he cannot prove on the day of debarring that they were used for the implementation of the Project according to the definition of eligible expenses stated in the Programme rules.

18.4 In cases where the non-fulfilment of a Partner's obligations has financial consequences for the funding of the Project as a whole, the Lead Partner may demand compensation to cover the sum involved.

§ 19 Legislation in force

This agreement is governed by Italian Law, being

§ 17 Resultados de las actividades conjuntas

Corresponderán al Socio líder como se señala el art. 7.1 del **Anexo II del Contrato de Donación entre la Región Emilia-Romaña y la Comisión Europea** la propiedad, el título, la propiedad intelectual e industrial, la acción de los resultados, informes y otros documentos relativos a la misma.

Los socios de común acuerdo con el socio líder pueden utilizar los resultados, informes y otros documentos.

Los socios del proyecto se comprometen explícitamente, y sin límite de tiempo, afirmar que la aplicación se ha llevado a cabo con la cooperación del Programa URB-AL.

§ 18 Retraso o incumplimiento de las obligaciones

18.1 Todos los socios del proyecto están obligados a informar y proporcionar todos los datos útiles al Socio líder en caso de que ocurran eventos que puedan poner en peligro la ejecución del proyecto.

18.2 En caso de que uno de los socios del proyecto, no cumpla con sus obligaciones, el Socio líder lo intimará a cumplir con éstas en un plazo razonable de tiempo, como máximo de un mes.

18.3 En caso de persistencia del incumplimiento de las obligaciones, el Socio líder puede decidir excluir del proyecto a los socios en cuestión. El Órgano de Contratación deberá ser informado sin demora de esa decisión. El socio excluido tiene la obligación de restituir al Socio líder los fondos recibidos del Programa que no pueda demostrar al día del cese que se utilizaron para la ejecución del proyecto de acuerdo con la definición de los gastos subvencionables en el Programa de las normas.

18.4 En caso de que el incumplimiento de las obligaciones de un socio tenga consecuencias financieras para la financiación del proyecto en su conjunto, el líder puede exigir una indemnización para cubrir el importe en cuestión.

§ 19 Legislación vigente

Este acuerdo se rige por la Ley italiana, siendo la

the law of the country of the Lead Partner.

§ 20 Disputes between Partners

20.1 Should a dispute arise between Project Partners of the Project, every Partner shall be obliged to submit the dispute to the Bologna Court in order to reach a settlement. The Lead Partner will inform the other Project Partners and may, on his own initiative or upon request of a Partner, ask the Contracting Authority for advice.

§ 21 Amendment of the agreement

This agreement shall only be amended by means of an Addendum to that effect signed by all parties involved.

§ 22 Force majeure

No party shall be held liable for not complying with obligations ensuing from this agreement should the non-compliance be caused by force majeure. If such a case appears, the Partner involved has to announce this immediately in written form to the other Project Partners.

All events or circumstances independent of the will of the partners and that impede the implementation of the agreement shall be deemed to constitute force majeure.

§ 23 Translation languages

In the event of translation of this agreement and its annexes, the English version shall prevail.

§ 24 Domicile

To the effect of this agreement, the Project Partners shall irrevocably choose domicile at the address stated in their letterhead where any official notifications can be lawfully served. Any change of domicile shall be forwarded to the Lead Partner within 15 days following the change of address by registered mail.

§ 25 Final statement

The following documents are considered to be integral part of this Partnership Agreement between the Lead Partner and the Partners.

ANNEX A. Grant contract between Emilia-Romagna Region and the European Commission, including its annexes:

- **Annex I** Description of the Action
- **Annex II** General Conditions applicable to

ley del país del socio principal.

§ 20 Disputas entre socios

20.1 En caso de surgir una controversia entre los socios del proyecto del proyecto, cada socio estará obligado a someter la controversia al Tribunal de Bolonia a fin de llegar a un acuerdo. El Socio líder informará a los demás socios del proyecto y, por propia iniciativa o por la petición de un socio, solicitará asesoramiento al Órgano de Contratación.

§ 21 Modificación del acuerdo

Este acuerdo deberá ser modificado sólo por medio de un addendum a tal efecto firmado por todas las partes implicadas.

§ 22 Fuerza mayor

Ninguna de las partes será responsable por no cumplir con las obligaciones derivadas de este acuerdo en caso de que el incumplimiento sea por causas de fuerza mayor. Si esto ocurre, el socio tiene que anunciarlo inmediatamente en forma escrita a los demás socios del proyecto.

Todos los eventos o circunstancias independientes de la voluntad de los socios y que impidan la aplicación del acuerdo serán considerados de fuerza mayor.

§ 23 Idiomas de traducción

En el caso de la traducción de este acuerdo y sus anexos, prevalecerá la versión el Inglés.

§ 24 Domicilio

Para el efecto de este acuerdo, los socios del proyecto deben irrevocablemente elegir su domicilio en la dirección indicada en su membrete en el cual puedan llegar las notificaciones oficiales. Cualquier cambio de domicilio se remitirá al Socio líder dentro de los 15 días siguientes al cambio de dirección por correo certificado.

§ 25 Liquidación final

Los siguientes documentos se consideran parte integrante del presente Acuerdo de Asociación entre el Socio líder y los socios.

ANEXO A. El contrato de subvención entre la Región Emilia-Romagna y la Comisión Europea, incluidos sus anexos:

- **Anexo I** Descripción de la Acción
- **Anexo II** Condiciones Generales aplicables

European Community-financed grant contracts for external actions

- **Annex III** Budget
- **Annex IV** Procurement by grant beneficiaries in the context of EC external actions
- **Annex V** Request for payment (model)
- **Annex VI** Interim narrative and financial report
- **Annex VII** Expenditure verification
- **Annex VIII** Guidelines for the applicant
- **Addendum** to the partnership Agreement: Operative action Plan and Breakdown of cost for project partner once approved by the Project Steering Committee

a los financiados por la Comunidad Europea en contratos de subvención para las acciones exteriores

- **Anexo III** Presupuesto
- **Anexo IV** de Adquisiciones por los beneficiarios de subvenciones en el contexto de la CE de las acciones exteriores
- **Anexo V** Solicitud de pago (modelo)
- **Anexo VI** informe descriptivo y financiero intermedio
- **Anexo VII** Verificación de gastos
- **Anexo VIII** Directrices para el solicitante
- **Adición** al Acuerdo de asociación: El plan de acción y el desglose de los costos del proyecto, una vez aprobado por el Comité Directivo del Proyecto

Signatures:

Lead Partner Regione Emilia-Romagna –
Direzione Generale Programmazione
Territoriale e Negoziata, Intese, Relazioni
Europee e Internazionali

Signature

Date

Firmas:

Socio líder Regione Emilia-Romagna -
Dirección General Territorial Programmazione
e Negoziata, Intese, Europee e Relazioni
Internazionali

Firma

Fecha

IL DIRETTORE GENERALE
ENRICO COCCHI

IL DIRETTORE GENERALE
ENRICO COCCHI

Partner n 1: Gobierno de la Provincia de
Buenos Aires

Represented by: **Martín Miguel Nicolás Ferré**,
Ministro de la Producción

Signature

Date

Socio n 1: Gobierno de la Provincia de
Buenos Aires

Representado por: **Martín Miguel Nicolás Ferré**,
Ministro de la Producción

Firma

Fecha

MARTIN M.N. FERRE
Ministro de la Producción
Provincia de Buenos Aires

8 MAY 2009

MARTIN M.N. FERRE
Ministro de la Producción
Provincia de Buenos Aires

8 MAY 2009

571

GRANT CONTRACT

- EXTERNAL ACTIONS OF THE EUROPEAN COMMUNITY -



Financing entity : European Commission

Project title¹ : "EU-LA-WIN European Union and Latin America for Welfare Integrated policies."

Contract number : DCI-ALA/19.09.01/2008/19157/161-164/URB-AL III-57

Beneficiary : Regione Emilia Romagna

Total budget : 3,138,527.50 EUROS

Maximum amount
of EC grant : 2,353,895.63 EUROS

Date of signature :



EC 12.08

25/11/2008

¹ Project title and contract number should be mentioned in all correspondence and on invoices, which refer to this contract.

GRANT CONTRACT
- EXTERNAL ACTIONS OF THE EUROPEAN COMMUNITY -

DCI-ALA/19.09.01/2008/19157/161-164/URB-AL III-57

The European Community, represented by the Commission of the European Communities, ("the Contracting Authority")

of the one part,

and

Regione Emilia-Romagna, Viale Aldo Moro 52, 40127 Bologna, Italia, VAT: 80062590379

("the Beneficiary")

of the other part,

have agreed as follows:

Special conditions

Article 1 - Purpose

- 1.1 The purpose of this contract is the award of a grant by the Contracting Authority for the implementation of the Action entitled: "EU-LA-WIN European Union and Latin America for Welfare INtegrated policies." ("the Action") described in Annex I.
- 1.2 The Beneficiary will be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions ("Special Conditions") and the annexes, which the Beneficiary hereby declares it has noted and accepted.
- 1.3 The Beneficiary accepts the grant and undertakes to carry out the Action under its own responsibility.

Article 2 - Implementation period of the Action

- 2.1 This contract shall enter into force on the date when the last of the two Parties signs.
- 2.2 Implementation of the Action shall begin on:
 - the first day of the month following the date on which the first instalment of pre-financing is paid by the Contracting Authority,
- 2.3 The Action's implementation period, as laid down in Annex I, is 36 months.

Article 3 - Financing the Action

- 3.1 The total cost of the Action eligible for financing by the Contracting Authority is estimated at 3,138,527.50 EUROS, as set out in Annex III.



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IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

- 3.2 The Contracting Authority undertakes to finance a maximum of 2,353,895.63 EUROS, equivalent to 75% of the estimated total eligible cost specified in paragraph 1; the final amount shall be established in accordance with Articles 14 and 17 of Annex II.

Article 4 - Narrative and financial reporting and payment arrangements

- 4.1 Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15.1 of Annex II.

- 4.2 Payment will be made in accordance with Article 15 of Annex II. Of the options referred to in Article 15.1, the following will apply:

The first instalment of pre-financing for 80% of the part of the forecast budget for the first 12 months of implementation financed by the Contracting Authority:

225,738 EUROS

The request for intermediate pre-financing payments will not exceed 80% of the part of the forecast budget for the next 12 months of implementation financed by the Contracting Authority;

The minimum amount of the final payment is:

235,389.56 EUROS (equal to 10 % of the Contracting Authority's contribution)

- 4.3 In case where the pre-financing instalments are to be paid by the Contracting authority, the first instalment of pre-financing will be paid to the Beneficiary within 45 days, as from the date of reception by the Contracting authority of signed contract accompanied by the financial guarantee if required in accordance with article 15.7 of the General Conditions.

Article 5 - Contact addresses

- 5.1 Any communication relating to this contract must be in writing, state the number and title of the Action and be sent to the following addresses:

For the Contracting Authority

The annual work-plans and provisional annual budget mentioned in Art. 7.1.1., as all as all correspondence related to the operational management of the Contract should be submitted to:

European Commission
EuropeAid Cooperation Office
Latin America Directorate
To the attention of: Mr. B.T. Papadopoulos
Head of Unit Centralised Operations for Latin America - AIDCO/B2
J-54 - 4/13
Rue Joseph II, 54
B-1049 Brussels - Belgium
Fax: +32.2.299.10.80

Payment requests and attached reports, including requests for changes to bank account arrangements should be sent to:

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Dr. BRUNO TOMASELLI
Subsecretario de Relaciones
Económicas Internacionales
Ministerio de la Producción
Provincia de Buenos Aires

\$e 9.12.08

20/11/2008

European Commission
EuropeAid Cooperation Office
Latin America Directorate
To the attention of: Mr. Fermin Melendro
Head of Unit Finance, Audit and Contracts - AIDCO/B3
J-54 - 06/09
Rue Joseph II, 54
B-1049 Brussels - Belgium



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IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

Copies of the documents referred to above, and correspondence of any other nature, should be sent to Mr. Basile Papadopoulos, Head of Unit Centralised Operations for Latin America - AIDCO/B2:

For the Beneficiary

Mr. Marco Capodaglio
Regione Emilia-Romagna
Servizio Politiche Europee
e Relazioni Internazionali
Viale Aldo Moro, 52
40127 Bologna
Italia
Telephone: 0039 - 051 - 283614/ 283613 / 283669
Fax: 0039 - 051 - 283838
E-mail: segrpolue@regione.emilia-romagna.it

5.2 The audit firm which will carry out the verification(s) referred to in Article 15.6 of Annex II is:

Studio Stern Zanini e Associati
Via Cola di Rienzo
00192 Roma
Tel: + 39 06 3208725
Fax: + 39 06 3201791

Article 6 - Annexes

6.1 The following documents are annexed to these Special Conditions and form an integral part of the contract:

- | | |
|-------------|--|
| Annex I: | Description of the Action |
| Annex II: | General Conditions applicable to European Community-financed grant contracts for external Actions |
| Annex III: | Budget for the Action |
| Annex IV: | Contract-award procedures |
| Annex V: | Standard request for payment and financial identification form |
| Annex VI: | Model narrative and financial report |
| Annex VII: | Model report of factual findings and terms of reference for an expenditure verification of an EC financed grant contract for external actions. |
| Annex VIII: | Guidelines for grant applicants. |

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Dr. BRUNO TOMASELLI
Subsecretario de Relaciones
Económicas Internacionales
Ministerio de la Producción
Provincia de Buenos Aires

20/11/2008
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571

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(Dr. Marco Capodaglio)

- 6.2 In the event of conflict between the provisions of the Annexes and those of the Special Conditions, the provisions of the Special Conditions shall take precedence. In the event of conflict between the provisions of Annex II and those of the other annexes, those of Annex II shall take precedence.

Article 7 - Other specific conditions applying to the Action

- 7.1 The following provisions hereby supplement the General Conditions of the Contract:

7.1.1 Taking into account that the Action described in the present Contract has to be integrated in a harmonic manner in the URB-AL III Programme, of which it forms part, the Beneficiary will, each time a new payment is requested, have to submit to the Contracting Authority a detailed annual Work Plan and a detailed annual budget forecast apart from the narrative and financial reports already mentioned in Art. 4.1 of the General Conditions. The said documents should be coherent with the objectives and priorities of the URB-AL III Programme. Furthermore, in order to establish possible synergies and to avoid overlaps in costs, they will reflect the project implementation methods and the financial parameters at Programme level, agreed in meetings between all the integral partners of the URB-AL III Programme, the Contracting Authority and the coordination entity of the Programme.

The subsequent mid term payments, which will follow the first payment in the first year of the project implementation, will be solely effectuated on the provision that annual Work Plans and annual budget have been previously approved by the Contracting Authority.

7.1.2 The Beneficiary while recognising that the Action is a means to contribute to the specific objective of the third phase of the URB-AL Programme, and to that end, they undertake to actively cooperate with the Contracting Authority and the coordination entity of the Programme, as well as to implement any recommendations, requests and guidelines issued by the Contracting Authority to promote the achievement of the said objective.

7.1.3 Any variation in the number, nature or role of the project partners will require a previous notification to and an approval by the Contracting Authority in the form of an addendum to this Contract. The integration of new partners into the project throughout its duration, which is foreseen in the provisions in Annex VIII to this Contract, will be effectuated by applying rules approved by the Contracting Administration *a priori*.

- 7.2 The following derogations from the General Conditions shall apply:

7.2.1. By derogation from Article 15.4 of the General Conditions, once the deadline laid down in Article 15.1 has expired, the Beneficiary shall receive late-payment interest at the rate applied by the European Central Bank to its main refinancing transactions in euro, on the first day of the month in which the deadline expired, plus 3,5 percentage points.

The late-payment interest shall apply to the time which elapses between the date of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive). By way of exception, when the interest calculated in accordance with this provision is lower than or equal to EUR 200, it shall be paid to the consultant only upon a demand submitted within two months of receiving late payment. The Member States are not entitled to late-payment interest. This interest is not considered income for the purposes of Article 17.3.

Done in Brussels in three originals in the English language, two of them for the Contracting Authority and one for the Beneficiary.

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Dr. BRUNO TOMASELLI
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For the Beneficiary

[Name] ENRICO COCCHI

[Title] DIRETTORE GENERALE ALLA
PROGRAMMAZIONE TERRITORIALE E
NEGOZIATA, INTERSE. RELAZIONI EUROPEE
[Signature] E INTERNAZIONALI

Enrico Cocchi

[Date] 09/12/08

For the Contracting Authority

Basile Papadopoulos
Head of Unit
Centralised Operations for Latin America
EuropeAid/B/2
European Commission

[Signature]

[Date] 20 NOVEMBER 2008



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(Dr. Marco Capodaglio)

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ANNEX I – PART I

571

I. THE ACTION

DESCRIPTION

1.1. Title

EU-LA-WIN European Union and Latin America for Welfare INtegrated policies

1.2. Location(s)

Country(ies), region(s), town(s)

Argentina: Provincia de Buenos Aires, Municipalidad de General Pueyrredon

Brazil: State of Paraná

Colombia: Gobernacion de Antioquia

Italy: Emilia-Romagna Region, Marche Region, Municipality of Rome

Spain: Mancomunitat de la Ribera Alta in Valencia region

Belgium: Brussels

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1.3. Cost of the action and amount requested from the Contracting Authority

Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
EUR 3.138.526,50	EUR 2.353.895,63	75%

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

1.4. Summary (max 1 page)

Total duration of the action	36 months
Objectives of the action	<p>The overall objective of the project support LA sub-national government to consolidate and innovate welfare policies aimed at reducing economic and social inequalities</p> <p>Specific objective of the project is to foster the transfer of knowledge and experiences related to the design and implementation of integrated welfare policies among EU - Latin - America sub-national government</p>
Partner(s)	<p>Regione Emilia-Romagna (Italy)</p> <p>Provincia de Buenos Aires (Argentina)</p> <p>Municipalidad de Mar del Plata (Argentina)</p>

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(Brazil)
Gobernacion de Antioquia (Colombia)
Regione Marche (IT)
XVII Municipalità di Roma (Italy)
CESTAS (Italy)
CISP (Italy)
Mancomunidad de la Ribera Alta (Spain)

Target group(s) ¹	a) decision-makers and policy-makers of sub-national governments (Provinces, Municipalities) in the field of local policies b) technical operators of sub-national governments in the field of social issues (social, economic, urban, health, education, culture sectors) c) operators of civil society organisations (no-profit associations, voluntary organisations, cooperatives) d) citizens and local populations benefiting of pilot actions in specific Brazil, Argentina and Colombia
Final beneficiaries ²	Local communities and population of the areas involved in the project
Estimated results	- increased awareness on methodologies and tools for development of integrated Welfare policies - strengthened the governance system of Latin America sub-national governments in the design, planning and implementation of innovative and integrated Welfare policies - transferred competences, skills and practices to L.A public functionaries and CSOs operators - improved existing welfare services and created new services based on implement innovative and integrated approach
Main activities	Action 1. Management and coordination Action 2. Dissemination and Communication and capitalisation of results Action 3: Governance System Building Action 4. Capacity Building of local stakeholders Action 5. Pilot Action: testing innovative models of Integrated Welfare Policies

Where applicable, clearly indicate the sector³, theme, or geographical area specified in the call for proposals to which the proposed action would apply:

1.5. Objectives (max 1 page)

Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

The overall objective of the project is to support LA sub-national government to consolidate and innovate welfare policies aimed at reducing economic inequalities, contributing to social cohesion and inclusion, reinforcing the role of local communities and other forms of the civil society organisations and therefore enhancing the competitiveness of territories.

In particular, the project main aims are:

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¹ "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose level - See paragraph 2.3 in Section II for the list.

² "Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large

³ See paragraph 2.2 in Section II for the list of Sectors

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- promoting the **subsidiarity principle** through the valorisation of local resources, including solidarity, reciprocity and active participation, development of co-responsibility and social cohesion concepts
 - support the **adoption of second generation social policies** which go beyond the concept of assistance in order to provide effective answers to the citizens' needs through the active participation of local communities and civil society organisations
 - developing the **processes of knowledge and recognition of social needs** and their transformation into actions promoting the citizens' rights and increasing the awareness of the local community
 - strengthening the **coordination of welfare policies and the involvement of all levels of government and relevant stakeholders** in the design, implementation and monitoring of policy
- The **specific objective** of the project is to foster the transfer of knowledge and experiences related to the design and implementation of integrated welfare policies among EU - Latin - America sub-national government

1.6. Relevance of the action (max 3 pages)

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Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels

The targeted areas confronted with main problems concerning the increase of social inequalities and diminishing of social cohesion.

In **Argentina** 9% of population lives in structural poverty (Situations where there are no basic services) and another segment of approximately 18% of the population can be considered as "new poor"⁴ and a quarter of its population is socially marginalised.

The crisis at the end of 2001 produced an unprecedented deterioration in social conditions which has dramatically transformed Argentine society and produced enormous regional disparities with most of the poor are in the Buenos Aires conurbation. Despite of significant advances over the last twenty years, the Argentine health and education system suffers from structural weaknesses, thus dramatically reducing the quality of Welfare Policies. The **Province of Buenos Aires** in the last years although evidenced remarkable economic growth, still faces serious challenges in the social field: 20% of the Province country population are poor and have difficulties to cover food needs and few chances of entering the formal labour market. 550,000 young people between 18 and 29 years are neither studying nor working (25%). 28,000 children under 14 are working or looking for work (2.8%). 12,500 children under the age of 14 do not study (1.3%). 815 children per 100,000 die at birth, while 449 of these deaths are preventable. 1,200,000 people live in precarious housing (7.7%)⁵.

At the social level **Brazil** is characterized by severe inequality: Recent estimates reveal that the Brazilian population of 0.01 (equivalent to 5,000 families) owns 46% of GDP. 33% of Brazilians (about 56 million people) live below the poverty line; among these, there are 25 million children and adolescents. In recent years the country has embarked on policies to combat hunger and poverty through inclusion and social participation in the perspective of structural strengthening a welfare state that guarantees and promotes the quality of life for citizens ("Forme Zero" Program). In this context, the government has unified the programme transfer of income already existing in a single program "Bolsa familia" for the most disadvantaged families, providing financial subsidies and access to basic social rights (health, food, education and social assistance). At the last decade the social indicators have improved in Brazil. However, much remains to be done to resolve inequalities rural, urban, social and to ensure access to all goods and services. In the **State of Paraná**, the municipalities in rural areas involved in this project are still affected by social inequalities and are characterized by economic stagnation, low education, lack of professionalism and lack of vacancies in the labour market, which generates unemployment and informality in the labour relations. **Colombia**, occupies third place after Brazil and Guatemala as regards social inequality. The richest 10% of families receive 45% of total income, while the poorest 20% receive only 2.7%. Development in Colombia is very uneven, varying not only between the urban and rural areas, but also between the various departments. It is one of the principal challenges Colombia will have to face when implementing the Millennium Goals. Colombia devotes 0.7% of its GDP to social assistance for the most vulnerable groups: children, young heads of

⁴ Source: Instituto Nacional de Estadística y Censos, www.indec.gov.ar

⁵ Source: The Government of Buenos Aires Province, <http://www.buenosaires.gov.ar/>

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old, occasionally disadvantaged people, displaced persons and the homeless. Moreover, due to the deterioration of social and environmental conditions, increase of mortality and morbidity rates has been registered. According to the Ministry of Social Welfare, 39% of the population have no health insurance⁶. **The Municipality of Antioquia** is facing main challenges due to social inequalities mainly in rural areas: high unemployment rate, illiteracy digital divide that increase the social and economic marginalisation of vulnerable groups (mainly youth and women)

- **Provide a detailed description of the target groups and final beneficiaries and estimated number.**

Main target groups will be:

- n. decision-makers and policy-makers of sub-national governments Provinces and Municipalities in the field of local policies design and implementation (social, economic, urban, health, education, culture sectors).
- n. technical operators of sub-national governments in the filed of social issues (social, economic, urban, health, education, culture sectors)
- n. operators of civil society organisations (no-profit associations, voluntary organisations, cooperatives)
- n. citizens and local populations benefiting of pilot actions in Brazil, Argentina and Colombia

Main final beneficiaries will be: Local communities and population of the areas involved in the project

- **Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.**

The Latina America involved countries are facing several processes affecting the implementation of Welfare policies and need to:

- strengthening the decentralisation system:

The targeted countries are facing on-going process of administrative decentralization in order to respond to the challenge of creating innovative and efficient solutions for the social integration of the population. The fragility of relations between the different levels of government (e.g. in Brazil federal, state and municipal), creates fragmentation in the implementation of national policies and reforms, and prevent the promotion of balanced development of the different regions. Sub-national governments needs to strengthen their autonomy for elaborating territorial social plans.

- developing integration and collaboration through a multi-actor and multi-disciplinary approach in the design and implementation of Welfare Policies:

local welfare policies are characterised by a **great segmentation** of public, private, no-profit actors, social enterprises working in the field and a fragmentation of legislative laws and rules that implies a weakening of the sector and lack of a common definition and an overall vision of the phenomenon. The various actors have different visions on the same problem and it is important to promote the coordination of common vision by creating public-private partnership to medium and long term with broad participation of civil society in the design of strategies for balanced and inclusive development.

- developing innovative competences and skills both from public functionaries and operators of civil society organisation:

sub-national governments and other local actors are responsible for the supply of the social services, although they are facing lack of finances and human capital. They need to improve specific skills for delivering innovative and quality-level services based on the effective needs of the local population.

- lack of information concerning all the relevant stakeholders involved in the field of social inclusion and their specific role; there are no specific tools in order to reveal the impact and evaluate the incidence of the social policies on the development of a territory, in particular concerning the system of interventions and services for social inclusion and protection of local communities. Sub-national governments need to develop specific tools in order to census and to accredit the private social services delivery systems.

- fostering the civil society participation in the policy making process: civil society and local communities are not well involved and do not participate in the design of local policies. The targeted

⁶ Colombia Country Strategy Paper 2007-2013

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571

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groups need to foster discussion, sharing of knowledge and experiences in the implementation, coordination and monitoring of the social interventions and in the assessment of needs.

- **Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.**

The project will support LA sub-national government to consolidate and innovate welfare policies aimed at reducing economic inequalities, contributing to social cohesion and inclusion, reinforcing the role of local communities and other forms of the civil society organisations and therefore enhancing the competitiveness of territories. In particular, the project is aimed at strengthening the contacts and mutual exchange between EU and LA sub-national governments (both north-south and south-south) in order to promote new governance system model based on integrated and multi-sectoral approach in the design and implementation of welfare policies. One of the goals of this project proposal is to tackle the governance process obstacles, to stimulate the decentralisation of services and to promote larger cooperation among various levels of government. The analysis and networking activities will develop and standardize the process of administrative decentralization in integrated programming in the social field and will allow to establish a permanent exchange of information with operators and professionals specialized in social matter. The actions aim to set up a network of policies, opportunities and interventions to improving the level of individual and collective welfare of population. Improving the good governance is one of the mid to long-term policy objectives of the Government of Argentina (together with ensuring economic growth and restoring). There are several programmes (ex. "Manos a la Obra") designed to stimulate the expansion of micro credit and resources associated with a gradual process of decentralization, transfer of funds and greater role of civil society, municipalities and the provinces. The institutional and capacity building actions within the project are in the same direction as the governments efforts. The **Provincial Government of Buenos Aires** in its social action plan envisages 5 action lines: 1) Social Economy and inclusion productive; 2) Food Safety; 3) Adolescents and young; 4) Family and advocacy and 5) Strengthening civil society. The action lines within this project application are perfectly convergent and complementary with the regional government's action lines 1, 3 and 5.

The activities planned are in line with Brazil 2007-2013 Country Strategy Paper, especially with the priority no.1 *Enhancing Bilateral Relations* which objective is to support initiatives that could contribute to enhancing social inclusion and achieving greater equality in Brazil. The activities will improve the sectoral dialogues between the EU and Brazil on social field and they will expand cooperation and exchanges between relevant European and Brazilian stakeholders (governments, public, administrations, civil society organizations, etc.). In addition, the actions are coherent and complementary with the objectives of the **Regional Strategy Paper for MERCOSUR** and with the Latin American Regional Strategy - which consists of supporting social cohesion, regional integration and investing in human resources.

- **Demonstrate the relevance of the action to the priorities and requirements presented in the Call Guidelines.**

The proposed activities with this Application concern several priorities indicated in the Guidelines of the Programme, and will be developed in convergent and logical sequence in order to systematically address the problems and supply sustainable answer to the various social problems. First steps will be accompanying activities such as analysis activities, institutional and capacity building, in order to strengthen the institutional capacity of LA sub-national governments providing them with tools and methodologies for the design and implementation integrated social interventions at local level. The specific activities carried out by the project (see innovative pilot actions) will aim to testing innovative models for implementing integrated welfare policies through public-private partnership with the prospective to be divulged in more municipalities. These objectives can only be ensured through a structured and clearly oriented actions and also through an effective collaboration with the institutions involved in the project. For these reason the activities will be developed together with the



European Commission Argentina Country Strategy Paper 2007-2013

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European and Latin American sub-national government project partners and will contribute to the social and territorial cohesion within local and regional entities in Latin America. The project proposal will be create synergies among partners and exchanges of experiences in order to strengthened inter-institutional network for the programming of social intervention in the LA targeted areas and increased the programming capacity from sub-national governments

The project activities are also coherent with the new social realities and economical policies with strong social accent, undertaken by the Governments from the beneficiary territories. The working logic of the project will engage adequate methodologies for the transfer of the know-how in the social field from the European partners to the beneficiaries of the project. These experiences do not cover only the needs of small group of beneficiaries, but they envisaged as measures which will reproduce benefits for all the inhabitants in the territories. The spreading of the project specific experience and its multiplier effects will be also guaranteed by an active involvement of the table for social policies of MERCOSUR, coordinated by the Ministry of social Development of the Province of Buenos Aires. The pilot actions although will address only limited number of beneficiaries, will be designed in the perspective of being exported in as many as possible other municipalities and regions.

1.7. Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- ☐ **Overall Objective and the Purpose of the Action (max 1 page).** Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.

The overall objective is to support LA sub-national government to consolidate and innovate welfare policies aimed at reducing economic and social inequalities through the strengthening of local governance system, public-private partnership building and further development of skills and competences of local stakeholders.

Main purposes:

ACTION 1: PROJECT MANAGEMENT AND COORDINATION:

- guarantee the full and correct administrative, legal and financial management of the project at local and transnational level

ACTION 2: DISSEMINATION , COMMUNICATION AND CAPITALIZATION OF RESULTS:

- promote project's activities and disseminate project's results towards a wider public and towards all the relevant stakeholders (Latin America provinces, regions, districts, municipalities)
- Raise awareness and promote the active participation of civil society in the design and implementation of welfare policies
- Capitalise the project results and tools activated thanks to the projects activities

ACTION 3: GOVERNANCE SYSTEM BUILDING:

- Strengthening the institutional capacity of LA sub-national governments providing them with tools and methodologies for the design and implementation integrated social interventions at local level
- Improving the horizontal and vertical coordination and networking among all the local stakeholders (public/private) involved in the implementation of local policies in the different fields (economic, labour, health, social, education)

ACTION 4: CAPACITY BUILDING OF LOCAL STAKEHOLDERS:

- strengthen the capacity and professional skills of LA local stakeholders (public operators and civil society organisations' operators) involved in design and implementing innovative and integrated welfare policies and models

ACTION 5: PILOT ACTION: TESTING INNOVATIVE MODEL FOR INTEGRATED WELFARE POLICIES:

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...ing innovative models for implementing integrated welfare policies through public-private partnerships

- ☐ **Outputs and expected results (max 4 pages).** Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects)

ACTION 1: PROJECT MANAGEMENT AND COORDINATION

Expected outputs

- n. 1 Kick-off meeting
- n. 1 Steering Committee created
- n. intermediate meetings
- n. intermediate/final Technical and Financial Reports
- n. 1. Grant Contract signed
- n. 1 Partnership Agreement Signed

Main Results

- efficient technical and financial management of the activities among AL and EU partners according to the PRAG (Practical Guide for external assistance) rules
- strengthened relationships among AL and EU sub-national governments
- ensured implementation of the project activities and delivery of the outputs according to the timeline
- efficient communication flows between LP and European Commission and LP and PP

ACTION 2: DISSEMINATION , COMMUNICATION AND CAPITALIZATION OF RESULTS

Expected outputs

- 1 Website (in three languages Spanish, English and Portuguese) with and intranet including database on key actors, policies, guidelines, contacts, links to EU networks,
- n. 2 local promotional seminar organised in each LA partner
- n. 1 Dissemination seminar (Brussels Belgium)
- n. articles published
- n. press conferences
- n. radio/TV broadcasting
- 1 CD rom containing project outputs
- 1 final conference organised in Buenos Aires Argentina

Main Results

- increased awareness on methodologies and tools for the integration of social policies towards different key actors, target groups and stakeholders (provinces, regions, districts, municipalities)
- disseminated project's results at local and international level
- achieved active participation of local communities and civil society organisations within policies design and planning of interventions in the social fields
- implemented a sort of "web community of practice" in social policies
- strengthened a stable network of social policies and services providers at international level

ACTION 3: GOVERNANCE SYSTEM BUILDING

Expected outputs

- 1 Inter-Departmental Working Group (IDWG) created or improved for each LA sub-national government
- 1 Technical Working Group (TWG) established or improved composed by representatives of different local levels of government for each LA sub-national government
- n. TWG meetings organised
- n. IDWG meetings organised in LA targeted areas

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SWOT analysis realised for each LA targeted areas

- n. 3 operational plans
- n. areas of intervention identified for the implementation of pilot actions
- n. public/private meetings organised
- n. working groups technical meetings

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Main Results

- strengthened inter-institutional network for the programming of social intervention in the LA targeted areas
- increased the programming capacity from sub-national governments

ACTION 4: CAPACITY BUILDING OF LOCAL STAKEHOLDERS:

Expected outputs

- n. 10x3 training sessions organised and delivered to each sub-national governments in AL key area;
- n. 10 x3 training sessions organised and delivered to each civil society organisation in AL key area;
- n. 2x10x3 days Study Visit in Italy;
- Training materials and training methodologies available and freely downloadable on the project website.

Main results :

- Transferred competences practices to LA public functionaries and CSOs operators to improve their capacity in planning and implementing integrated social interventions

ACTION 5: PILOT ACTION: TESTING INNOVATIVE MODEL FOR INTEGRATED WELFARE POLICIES:

Expected outputs

- n. public/private working groups meetings realised in each targeted areas
- n. pilot actions realised in LA countries
- n. guidelines realised for the programming of welfare interventions

Main Results:

- Tested and qualified services
- new services planned and improvement of already existing services

Describe the possibilities for replication and extension of the action outcomes (multiplier effects):

Project actions will be fulfilled in strict collaboration with the same level of sub-national governments (Regions in Italy, Provinces in Argentina, State in Brazil and Department in Colombia), and tested on pilot municipalities. The above mentioned sub-national level of government have the juridical power to extend this experience to other municipalities belonging to their territorial system, and due to the project they will improve the tools for doing so.

The **working connections** that will be built with other relevant EU/LA networks and stakeholders will provide further opportunities of follow-up and to exchange views and experiences well beyond the end of the project. The specific methodology envisaged for the implementation of the project will eventually allow the definition of **trans-cultural models of intervention** which will be able to raise interest of stakeholders and interested parties beyond project's partners and associated partners.

The guidelines and programming tools identified for planning integrated social policies interventions could be applied to other policy issues related to social inclusion and other Latin America Countries.

The result of the project will be submitted to the table of social policy of MERCOSUR which members will be invited to attend the evaluation and monitoring meeting of the project and will receive the Guidelines of Action 5.

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The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.

Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action (start-to-finish, finish-to-finish, start -to-start, etc.)

ACTION 1: PROJECT MANAGEMENT AND COORDINATION (month 1-36)

Location: all partners countries

Activity 1.1 Project management meetings: Organisation of the Kick off- meeting in Buenos Aires – Argentina , intermediate and final meetings (month 1-36):

Role of each partner:

Emilia- Romagna Region will organise a Kick off meeting in Buenos Aires, in collaboration with the Province of Buenos Aires, in order to share with all partners the management rules of the project and to discuss on the basis of an pre-agreed agenda, the detailed future implementation of the project activities according to the specific role of each partner and the work plan.

The partners will share the methodology and tools for (contained in an implementation guide):

- effective internal and external communication;
- technical and financial rules;
- overall timeline;

Intermediate meetings will be organised during the whole duration of the project addressed to all partners

Final project meeting will be organised in concomitance with the Final conference addressed to all partners

Activity 1.2 Technical and financial management (month 1-36):

Role of each partner:

The Lead Partner (Emilia-Romagna Region) is in charge of all the administrative and technical matters of the project on behalf of the partnership, and since the beginning of the project, ensures an efficient internal management and control system. It will be responsible of signing and managing the grant contract with the EC. The Lead Partner is responsible for communication and it will ensure the flow of information between the partners and between the partners and the European Commission. The Lead Partner is also in charge of the financial matter of the project; it requests and receives the payments of programme funding and has the responsibility to distribute it to its partners. A Partnership agreement will be signed among all the involved partners defining specific tasks and (technical, financial) rules for guaranteeing the correct project implementation and coordination.

A Steering Committee will be composed by 1 representative from each partner and will be set up to take key decisions and monitor the project efficient and efficacious implementation. In general terms, the SC meetings may take place at the same time as the partners management meetings. Project partners will be in charge of coordinating and managing the project activities at local level, assuring the involvement of local decision makers and stakeholders.

Activity 1.3 Reporting activities (month 1-36): submission of technical and financial reports according to the rules specified in the Grant contract with the European Commission

Role of each partners:

The Lead Partner will prepare the Interim and Final Reports which must be sent to the European Commission. Each partner will contribute to submit the relevant information and documentation to the Lead Partner as stated in the Partnership Agreement.

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ACTION 2 - DISSEMINATION , COMMUNICATION AND CAPITALIZATION OF THE RESULTS (month 3-36)

Location: Buenos Aires - Argentina; Paraná - Brazil; Antioquia - Colombia; Brussels - Belgium, Emilia-Romagna and Marche Region - Italy

Activity 2.1. Setting up implementation and maintenance of website and database of the project: (month 3-36):

- planning and implementation of the project website including the realisation of a specific database within and a reserved area for exchanging documents (e.g. guidelines for territorial planning of interventions and social services) and data on the institutions and actors involved in the project, including the tools needed for at-distance training sessions and conferences.

Role of each partner:

The responsible partner will be the Province of Buenos Aires with the collaboration of the Emilia-Romagna Region. The other partners will participate in order to contribute to the design of the web and provide update information and general data.

Activity 2.2 Elaboration of multilingual promotion material

- elaboration of Multilingual (Spanish, English and Portuguese) promotional materials;
- realization of a CD-ROM containing all project outputs, training materials, data and contacts (M.32-36).

Role of each partner:

The responsible partner will be Emilia-Romagna Region. Each partner will contribute to the development of the CD content with data and information on local project results, guidelines, training materials and to its dissemination.

Activity 2.3 Organisation of local and EU dissemination seminar (month 13-36):

- organisation of 2 local promotional seminar per partner to disseminate information on the project results and outputs and sensitize the defined target groups.
- organisation of n. 1 EU seminar for disseminating the project outputs in Brussels involving other EU regions
- organisation of a 1 day final Conference in Buenos Aires

Role of each partner:

Latin America partners will organise local seminars in the targeted areas (max 100 participants each). Emilia-Romagna together with Marche Region will organise a dissemination seminar in Brussels. The Municipality of General Pueyrredon (Mar del Plata) will be responsible for the organization of the Final Conference in the city of Mar del Plata. All partners will be involved in the dissemination activities.

Activity 2.4 Media communication (month 3-36):

-realization of communication activities trough advertisements via radio, TV, press conferences during project events, articles published on newspapers and branch magazines managed by the partners

Role of each partner:

Latin America partners will be responsible and realise media communication activities in the targeted areas.

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ACTION 3: GOVERNANCE SYSTEM BUILDING (month 4-12)

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571

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

Location: all Latin America countries

Activity 3.1. Sharing new welfare approach (month 4-10):

- identification of local stakeholders (public/private) active in the provision of social services and their specific roles aimed at strengthening of the public-private partnerships
- setting-up or improvement of the functioning of an Inter-Departmental Working Group (IDWG) within the sub-national governments involved composed by public functionaries and operators involved in the different fields of local policies affecting directly or un-directly social issues (economic, labour, health, social, education, urban, cultural)

setting-up of a Technical Working Group (TWG) among the different level of sub-national governments for the Identification and Planning of Welfare operations

- elaboration of SWOT analysis on existing legislation and practices, and new needs/competences required for the programming of social services implemented or to be implemented and improved in the LA partners

Role of each partner:

Each LA partner will be responsible of the Activity with the collaboration of EU partners

- Province of Buenos Aires, Municipality of General Pueyrredon/Emilia-Romagna Region and Mancomunidad de Ribera Alta
- IDESA (Government of Antioquia)/Marche Region, CISP, XVII Municipality of Rome
- State of Parana Secretary of Agriculture/Emilia-Romagna Region and Mancomunidad de Ribera Alta

Activity 3.2 Identification and planning of welfare operations to be implemented in the targeted areas (month 8-12):

- organisation of Inter-departmental Working Group' meetings together with local mentor and EU mentor
- organization of a Technical Working Group (TWG) among local authorities for the Identification and Planning of Welfare operations
- organisation of public/private meetings involving institutional organisations (municipalities, aggregation of municipalities, associations, voluntary organisations, social cooperatives)
- Definition of each LA partner operational plan based on already ongoing intervention in collaboration with the EU partners

Role of each partner:

Each LA partner will be responsible of the SWOT analysis

Each LA partner will identify and define a detailed action plan in collaboration with the EU partners

- Province of Buenos Aires, Municipality of General Pueyrredon/Emilia-Romagna Region and Mancomunidad de Ribera Alta
- IDESA (Government of Antioquia)/Marche Region, CISP, XVII Municipality of Rome
- State of Parana Secretary of Agriculture/Emilia-Romagna Region and Mancomunidad de Ribera Alta

ACTION 4: CAPACITY BUILDING OF LOCAL STAKEHOLDERS (month 11-18)

Location: Province of Buenos Aires, Municipality of General Pueyrredon, Government of Antioquia Department, State of Paraná, Emilia-Romagna Region, Marche Region

Activity 4.1 Training of key actors (month 11-18):

- selection of the key actors participating to the training session and study visits on the basis of output of Action 3.
- setting up of a training package in order to improve sub-national government capacity to promote the implementation of integrated social and health interventions.

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IL RESPONSABILE DEL SERVIZIO

(Dr. Marco Cappadoglio)

... of 10 training sessions for 23 public operators concerning the programming and implementation of integrated social services and 10 days Study Visit in Italy for 23 public functionaries from each sub-national target area

- organisation of 10 training sessions for 23 operators of local associations, voluntary organisations, social cooperatives concerning the development of social economy, including 10 days Study Visit in Italy for operators from each sub-national target area

Role of each partner:

LA partners will play a crucial role in the identification and selection of the key actors participating to the training session and study visit.

EU partners will take on the responsibility of the selection and provision of training experts, of the training materials, methodology and training packages definition.

Each LA partner will be responsible for the organisation of training activity and logistics with the collaboration of EU partners

- Province of Buenos Aires, Municipality of General Pueyrredon/Emilia-Romagna Region and Mancomunidad de Ribera Alta, CESTAS (in charge of training activities)

- IDEA (Government of Antioquia)/Marche Region, CISP, XVII Municipality of Rome

- State of Parana Secretary of Agriculture/Emilia-Romagna Region and Mancomunidad de Ribera Alta

- CISP and CESTAS will be in charge of the organisation of the study visits in Italy

ACTION 5: PILOT ACTION: TESTING INNOVATIVE MODEL FOR INTEGRATED WELFARE POLICIES (month 15 – 36)

Location: Province of Buenos Aires, State of Paraná, Department of Antioquia

Activity 5.1 Creation of Public and Private local working groups (month 15 – 36): including public functionaries and civil society organisations for the design, implementation and monitoring of the pilot action in each target area.

This activity is a crucial point for the implementation of the action because it will be the effective occasion for connecting the offer and the demand of services, competences, needs in each pilot area involved. This will allow to put in place a methodology of work to be replied in other territories (e.g. Italian practice of "piani sociali di zona")

Role of each partner:

Each LA partner will be responsible of the present activity in collaboration with EU partners.

Province of Buenos Aires, IDEA (Government of Antioquia), State of Parana Secretary of Agriculture will be responsible for the present activities in collaboration with the EU partners and the Municipality of General Pueyrredon will be the beneficiary of the pilot actions training activities, together with other Municipalities from the Province of Buenos Aires.

Activity 5.2 Implementation of pilot actions (month 15 -36):

- the development of Pilot Actions will be based on the context analysis and can deal with: work placement of specific (disadvantaged) target groups and labour market initiatives for social inclusion, creation of social cooperatives/enterprises for the implementation of local basic services (health, education,...) and testing of innovative financial tools for the start-up of social enterprises (micro-credit); setting-up of regional/national forum gathering all associations/voluntary organisations and social cooperatives dealing with social services, social re-qualification interventions/social urbanization for disadvantages groups.

Pilot actions will concern the following main issues:

- Professional training and re-qualification of youngsters and micro entrepreneurs
- Creation and strengthening of social enterprises
- Development of financial engineering tools for micro entrepreneurs and social enterprises

Areas

- Social enterprises in rural and urban areas of the Province of Buenos Aires

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571

IL RESPONSABILE DEL SERVIZIO

(Dr. Marco Capodaglio)

Province of Buenos Aires Municipality of General Pueyrredon, Emilia-Romagna Region and Mancomunidad de Ribera Alta

- **Social and digital inclusion in rural areas of the Estado do Paraná**
State of Parana Secretary of Agriculture, Emilia-Romagna Region and Mancomunidad de Ribera Alta
- **Social urbanization for disadvantages groups in urban areas of the Gubernacion de Antioquia**
Department of Antioquia and CISP Local Coordination
Marche and Emilia-Romagna Regional Authority, XVII Municipality of Rome will provide its expertise

Role of each partner:

LA partners will be in charge of implementing the pilot actions according to their specific needs and context analysis previously identified with the technical assistance of EU partners.
The Municipality of General Pueyrredon will be the beneficiary of the pilot actions training activities, together with other Municipalities from the Province of Buenos Aires.

Activity 5.3 Evaluation of the results achieved (Month 25-36):

- Elaboration of an evaluation grid including main indicators for assessing the results and impact of pilot actions in each targeted areas

Role of each partner:

LA partners will elaborate evaluation report on the basis of the indicators defined

Activity 5.4. Definition of GUIDELINES for improving the interventions and social services at local level (month 30-36):

- recommendations and the results achieved in the pilot actions;
- territorial governance practices, relationship among institutional actors and civil society organisations playing a key role in the territorial context;
- tools for programming and management of integrated social services (programming agreement, annual/multi-annual programmes, human and financial resources , key actors and specific roles)
- transfer of experience to other local areas in the involved countries and other LA country

Role of each partner:

LA partners will define guidelines with the technical assistance of EU partners

1.8. Methodology (max 4 pages)

Describe in detail:

- ☐ **the methods of implementation and reasons for the proposed methodology;**

The project is aimed at improving the design and implementation of Welfare policies of Latin America sub-national governments focusing and transferring the following main concepts, as a pre-condition for the development of effective Welfare policies based on integrated approach :

Participation: aimed at strengthening the participation of social partners, enterprises, social parts, local authorities in the process

- **Social cohesion:** promote active inclusion by strengthening employment prospects, developing human and social capital of local communities and fostering active citizenship and social responsibilities, thus strengthening society's cohesiveness.

- **Integration:** Strengthening the coordination of social protection and social inclusion policies and the involvement of all levels of government and relevant stakeholders in the design, implementation and monitoring of Welfare policies

- **Responsibility:** will foster the system of "governance" as a methodology based on the **subsidiarity principle** between public and private actors in the process of welfare policies design integrated with local development policies. Therefore, the project will foster the coordination and the creation of a

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Public-Private Partnership, promoting the dissemination of social responsibilities, based on voluntary and multi-stakeholder actors.

The broad principles outlined above will be specifically implemented in carrying out each of the project's ACTION: **ACTION 1:** though the legal and financial responsibility of the correct implementation of the project is vested with the Applicant, each partner will contribute actively to the sound management and implementation of activities in the targeted areas, through On-Line communication and periodical meetings at the national and international level. **ACTION 2:** the communication and dissemination strategy envisaged builds on the concepts of participation and sustainability: each partner will be in charge of recollecting relevant information at the local level, leaving to Provincia de Buenos Aires a broad coordination role in the building of a comprehensive database. Dissemination activities will increase political leadership and public debate and awareness of the joint EU/LA commitments and efforts to address poverty and social exclusion issues. **ACTION 3:** the analytical work in the project will be a joint endeavour aimed at improving the quality and quantity of data on national legislation and practices and relevant stakeholders involved. The tools and methodologies for conducting the analysis will be jointly defined and shared by partners. The SWOT analysis will be carried out through the involvement of local stakeholders in each country. The results of these analysis will be jointly discussed, evaluated and finally validated, as they will form the basis for subsequent project's ACTIONS. **ACTION 4:** training packages will be jointly defined by partners through the participatory and cooperative methods outlined above. The delivery of training activities will occur through open discussions and roundtables centred on the practical experiences of partners in order to ensure an effective transfer of experiences among EU-LA sub-national governments. The choice of the direct beneficiaries of the training modules will be up to LA partners, so that key actors can improve their knowledge and capacities thus generating a multiplier effect in their local contexts. The content of training modules will be integrated, i.e. they will address either vertical and horizontal capacity building. Finally the study visit to Italy will provide public/private operators with the opportunity of gaining first-hand knowledge of the policies and practices in delivering integrates social services to citizens. **ACTION 5:** Pilot actions will be implemented on the basis of the SWOT analysis realised and will be the results of the discussions and coordination of the Inter-Departmental Working Group and Technical Working Group. Each Local partner will be in charge of realising specific operational plans targeted to specific target groups. Pilot actions will be testing tools for implementing effective and efficacious operational interventions based on a new approach of governance system. The evaluation of the results of the implementation of pilot actions will provide guidelines for further strengthening the institutional and capacity building of LA sub-national governments in the design and planning of integrated Welfare Policies.

- where the action is the prolongation of a previous action or project, how the action is intended to build on the results of this previous action;

The EULA-WIN project is built on the results and experiences realised through previous projects and activities, such as the PICT project in Argentina. The Integrated Programme for technical Cooperation (PICT) was initiative of the MFA for the creation and consolidation of industrial districts which involved many experts from the regional development agencies. Beside them, experts on issues of development of industrial districts, services agencies and the Universities from Emilia-Romagna Region participated. PICT was born in 1999, before the crisis in Argentina. After the crisis, the project is evolving into FOSEL project. PICT project was designed in logic of cooperation between Italian and Argentine territories, where Italian partners transferred know-how in a complementary and integral manner.

The EULA-WIN project activities in Brazil will be the continuation of the activities engaged in the "Four Regions" (2004-2007) project between the Emilia-Romagna, Marche, Umbria and Tuscany Regions and the Government of Brazil. The project had the objective to train and prepare technicians and managers at federal, state and municipal level in Brazil, based on the experiences of local development and integrated management of shared social and cultural policies conducted in regions of central Italy. The project activities were developed in five selected Brazilian territories, by implementation of specific pilot projects.

As far as the territory of Colombia is concerned, EULA-WIN will create convergences with the EUROSociAL Program whose objective is to increase levels of social cohesion in Latin America.

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Ministerio de la Producción
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B.T. Papadopoulos

20 NOV. 2008

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ALL'ORIGINALE

571

IL RESPONSABILE DEL SERVIZIO

CISP is one of the two Italian actors participating in the consortium mandated for the implementation of education activities. This involves facilitating access and permanence in the educational system, as well as the inclusion of the largest possible number of young people and finding alternatives for youth excluded from the education process.

where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Please specify the potential synergies with other initiatives, in particular from the EC;

The Emilia-Romagna has signed a Collaborative Agreement with the Presidency of the Brazilian Federal Republic on November 29, 2004. A similar agreement was signed by the regions of Marche, Tuscany and Umbria, in order to develop, under a joint project called "path of cooperation for the implementation of policies for integrated local development," actions of cooperation and interchange in the following areas : A) Exchanges of experience in the field of 'solidarity economy and business cooperatives; b) promotion and qualification of services in support of small and medium enterprises including the possible development of a feasibility study to facilitate the interchange of productive sectors C) methodologies for integrated land use planning and organisation of local public services; d) methodological tools for the integration of social policies with particular reference to the territories; e) promoting cultural, tourist and educational.

One of the general objectives in the International cooperation activities for the period 2006 - 2008 Emilia-Romagna Document, is the strengthening of institutions and support for the process of decentralization in Brazil. The currently ongoing Triennial Plan of International Relations of the Emilia-Romagna-Region foresees support to the local development in Chile, Argentina and Brazil, by 'favouring the establishment of networks between urban areas with similar networks in Europe'. In Brazil, Argentina and the area in general there is 'a great interest in the experiences gained in Emilia-Romagna in the field the cooperative and social economy, as well as' to policies and practices of local development. The same document of Marche Region foresees Argentina, Brazil, Chile, Ecuador and Peru as priority countries for interventions in the South America. The actions will be the following: reinforcement of democracy, institutions and human rights; local development; cooperation in the public services sector; cooperation in the social and health services; cooperation in the environment sector; professional training and education; gender equality .

the procedures for follow up and internal/external evaluation;

Internal evaluation: the project will be constantly monitored and evaluated by the Project Leader and the partners through different instruments and tools: the administrative and financial management of the project will be monitored and assessed by the project Leader (RER) on the basis of at least at least 6 interim financial and technical reports drawn up by each partner following an agreed model prepared by the Applicant. Assessment indicators and dedicated monitoring schedules and forms will be drawn up in agreement by all partners in order to allow the constant monitoring of activities and results. RER will also define an evaluation plan at the beginning of the project. The evaluation will mainly address the project impact in term of target groups reached by the project and will assess the effective involvement of the partners in the implementation of the project, the involvement of the target groups in the decision-making process, the attendance to the training sessions, the relevance, quality and usefulness of the outputs delivered. A Steering Committee will be created at the very beginning of activities and will comprise representatives from either partners and associated partners in order to supervise the overall progress of the project according to the Objectively Verifiable Indicators provided for in the Logical Framework. The meetings of the Committee will occur either through on-line communication and face-to-face during project's events. The Scientific Committee will examine the outputs draft and express feedback for improving outputs and assess the results achieved, validate the tools, assess data produced in the analytical work and identify the excellence cases for exchange and transfer of know-how.

External evaluation: The evaluation will be ensured by interim and ex-post evaluation, analysing the effectiveness and impact of the strategies produced through the evaluation of the outputs realised in each WP (completeness, coherence of the contents, clear comprehension, usefulness, applicability detailed enough to be put into practical effect) and report on participation in dissemination events; the number, provenience and "quality" (i.e. Institution, local, regional national authorities, social services,

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Provincia de Buenos Aires

COPIA FIEL 20 NOV. 2008



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IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Papadoglio)

associations, universities) of participants in the project events will be important indicators for a first evaluation of the project's impact.

the role and participation in the action of the various actors and stakeholders (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;

In each country existing local **stakeholders networks** will be involved in order to mobilise the greater number of actors in the project activities and ensuring a Public-Private Partnership gathering local, regional institutions, social parts, universities, research centres, national institutions, associations, no-profit associations, social parts, Chambers of Commerce, Trade Unions, research institutes, universities, media (TV and press), local networks.

Some Associate Partners will be involved in the sensitization activities, in particular by involving them in the workshops organised at national and EU level. Finally, associate partners will contribute to the dissemination of the projects results in their own local context.

the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);

The proposed team for the implementation of the project will be:

- 1 institutional coordinators from each participating partner
- 1 technical coordinator from each project partners
- 1 financial manager/administrative from each project partner
- Researchers for SWOT analysis
- EU and Local Training coordinators
- Local Experts from LA countries for delivering training and participating to the seminars
- EU international experts for delivering training and participating to the seminars
- 1 communication manager for web-site management
- Specific experts for implementing pilot actions in the identified social sectors

the main means proposed for the implementation of the action (equipment, tools...) and for carrying out the proposed activities;

Human resources (project coordinators, researcher, administrative, financial operators, communication managers, experts)

Travels (Brazil, Colombia, Argentina, Italy, Belgium)

Equipment and supplies (PC, furniture, machine tools for training activities)

Local office/Action costs

Other costs/services (publications, translations, interpreters, conferences, financial services, visibility costs, studies and researches, audit, evaluation costs)

Other (visas, insurances)

Administrative Costs

the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;

The activities related to the project management will be coordinated by Regione Emilia-Romagna in its quality of applicant. It will be in charge of the overall management of technical and financial activities of the project, in particular:

- Managing of administrative and financial flows including preparation and presentation of the project statements of accounts to the European Commission and allocation of economic resources to the partners
- Co-ordination of partners' activities, including the continuous exchange of information among partners
- Monitoring of the physical and financial progress of the project
- Managing of relationships and contacts with the European Commission

Project partners will provide RER with their own technical, financial and administrative data. Moreover, each partner will guarantee the implementation of the assigned activities and will involve

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Ministerio de la Producción
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B.T. Papadopoulos

20 NOV. 2008

COPIA FIEL



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ALL'ORIGINALE

571

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Chiodaglio)

local stakeholders and encourage their participation to project activities. Each partner will be involved with specific tasks in the different WP of the project. Specifically, each **LA partner** will be directly involved in performing the following activities:

- dissemination and communication activities at local level (organisation of dissemination seminars, media communication, collaboration in the implementation of project web-site managed by Provincia de Buenos Aires and publication of CD rom)
- establishment and coordination of local Institutional and Technical Working groups
- elaboration of the analytical work at the local level
- mainstream project objectives and activities to the relevant stakeholders in the local area
- organisation of and participation to training activities, including selection of key actors
- implementation of Pilot actions in each targeted areas, evaluation of results and drafting guidelines for improving Welfare interventions at local level

EU partners will provide technical expertise in the elaboration of the SWOT analysis, capacity building activities delivering training packages and material. **CISP** and **CESTAS** will organise the study visit in It. They will monitor the realisation of the pilot action providing technical assistance and expertise for the elaboration of guidelines. **Associate partners** will take part in the building of the Governance System in order to exchange views with **CSOs** in order to increase their participation in the design and implementation of local, regional and national policies and initiatives. They will also disseminate the project results at local level.

the attitudes of all stakeholders towards the action in general and the activities in particular;

The effective participation and commitment of all relevant stakeholders (local decision-makers and policy-makers, technical operators of sub-national governments, no-profit associations, voluntary organisations, cooperatives, local citizens and local population) is a pre-requisite for strengthening the coordination of Welfare policies and the involvement of all levels of government and relevant stakeholders in the design, implementation and monitoring of policy subsidiarity principle between public and private actors in the process of welfare policies design integrated with local development policies. The active involvement of key actors will promote the dissemination of a culture on social responsibilities, **based on voluntary and multi-stakeholder actors**. Moreover the project will enhance a virtuous process of quality improvement of social services delivered by private stakeholders (social enterprises).

any anticipated synergies with , or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.

The EULA-WIN project in the future will create synergies with the **FOSEL project** which is under evaluation by the Italian Ministry of Foreign Affairs and its funding will soon be approved. FOSEL is project continuation of above described PICT project, but with bigger emphasis on credit cooperative sector and social economy. The objective of FOSEL project is promoting processes of stable socio-economic local development in the Argentine provinces of Buenos Aires, Santa Fé, Cordoba and Mendoza, through increased competitiveness of the production systems. It will support the adoption and implementation of shared structural policies for improvement of working conditions and the competitiveness of production systems, as well as the social cohesion and inclusion. The activities will be developed in network between the Argentinean regions and several Italian regions (among which Emilia Romagna) which during the 80s and the 90s have developed the experiences, skills and ability of programming a development path of their territorial systems.

In Brazil, the EULA-WIN project will create synergy with the second phase of the "Four Regions" program, where the Italian Region of Liguria will be admitted beside the already participating four Regions. The overall objective of the programme is to promote integrated, sustainable and equal development processes, and to improve social and economic conditions of the population. The specific objective is to contribute in the elaboration and implementation of local development policies exploiting endogenous resources of the territories in a long-term partnership with the system of decentralized cooperation of the involved Italian regions.

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Duration and Indicative action plan for implementing the action

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(Dr. Marco Capodaglio)

The duration of the action will be <36> months.

The indicative action plan may not prejudice a specific start up implementation date. To this end, it may not make reference to specific dates or months, and therefore simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in this section. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.

The action plan will be drawn up using the following format:

Year 1													
Activity	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Activity 1.1 Project management meetings													All partners
Activity 1.2 Technical and financial management													All partners
Activity 1.3 Reporting activities													All partners
Activity 2.1. Setting up of website and database													Province of Buenos Aires, Emilia-Romagna Region and all partners

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For the following years:

Activity	Semester 3 (13-18 month)	Semester 4 (19-24 month)	Semester 5 (25-30)	Semester 6 (31-36)	Implementing body
Activity 1.1 Project management meetings					All partners
Activity 1.2 Technical and financial management					All partners
Activity 1.3 Reporting activities					All partners
Activity 2.1. Setting up of website and database					Province of Buenos Aires, Emilia-Romagna Region and all partners

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20 NOV. 2008

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IL RESPONSABILE DEL SERVIZIO
(Dr. Mario Papadopoulos)

Activity 2.2 Elaboration of Multilingual promotional materials (CD rom)								Emilia-Romagna Region
Activity 2.3 Organisation of local and EU dissemination seminar								- Emilia Romagna Region, - Marche Region, - Province of Buenos Aires - Municipality of General Pueyrredon - Secretary of Agriculture of State of Paraná - Department of Antioquia
Activity 2.4 Media communication								- Province of Buenos Aires - Municipality of General Pueyrredon - Secretary of Agriculture of State of Paraná - Department of Antioquia
Activity 4.1 Training of key actors								All partners
Activity 5.1 Organisation of joint working groups								- Province of Buenos Aires - Municipality of General Pueyrredon - Secretary of Agriculture of State of Paraná - Department of Antioquia
Activity 5.2 implementation of pilot actions:								All Partners
Activity 5.3 evaluation of the results achieved								- Province of Buenos Aires - Municipality of General Pueyrredon - Secretary of Agriculture of State of Paraná - Department of Antioquia
Activity 5.4. Definition of GUIDELINES								All partners

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20 NOV. 2008



1.10. Sustainability (max 3 pages)

Provide a detailed risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

one partner decides to get out of the project – the situation will be managed by the LP in agreement with all the other PPs and the EC, following the rules of the Partnership Agreement (possibility to distribute the departing PP's activities and expenses) and the grant agreement.

- **improper project management** – discussion on the possibility to change the LP in favour of another partner

- **the timetable meets delays** – the LP and PPs will discuss more effective strategies to speed up the project implementation and will inform the EC about the delays and the new solutions agreed

- **change of personnel of PPs** could create delays in the implementation of the activities – the situation will be solved ensuring an efficient communication flow among the coordinator and partner organisations and each partner shall ensure the prompt replacement of the personnel in order to guarantee the prosecution of the activities

- **local stakeholders are reluctant to participate in the creation of a multi-level and multi-sectorial governance system:** EU partners will organise focus groups together with LA partners in order to foster the local networking

- **no immediate access to information for the elaboration of the context analysis and web site:** organization of a technical meeting for a detailed analysis to identify/list the proper alternative 'channels' available to collect the necessary information, including possible institutional contacts to speed up the access to information and data

- **change in national/sub-national government:** matching of the (possible) new governmental priorities with project objectives and organization of an institutional meeting (PPs represented by LP) to check/create government responsiveness to the project scope

- **not well identified target groups for pilot actions:** if target groups previously identified (preparation and submission of the proposal phase) prove to be inadequate or of scarce impact for the project implementation, LP and PPs will meet to properly define them, focusing on more specific figures

- **low level of political commitment of local governments:** organization of specific working groups/meetings to sensitize local governments on the importance (threats and opportunities) of political commitment and action to implement project activities, clear presentation of the benefits for EU and LA countries, raising awareness on target political contacts

- **low relationships between needs and activities developed:** the Steering Committee will take on the decision to adapt pilot actions

- **economic resources foreseen for the implementation of activity are not enough:** contingency plans to avoid any possible bureaucratic delay in the delivery of the necessary resources for project implementation, as well as the eventual need for more resources (or their redistribution) will be agreed during the kick off meeting or in specific Steering Committee meetings during project progress. The presence of public bodies will decrease the risk.

- **low relationships between needs and activities developed:** the Steering Committee will take on the decision to adapt pilot actions

Describe the main preconditions and assumptions during and after the implementation phase.

Main preconditions and assumptions for the effective implementation of the project are:

- **political commitment** of AL sub-national governments towards innovative Welfare Policies based on decentralisation process

- **all project partners are active and fully participating** in the project activities

- **access to relevant source** of information in the partners' countries is granted

- **no restriction to communication, dialogue and exchange of information** occurs

Willingness of stakeholders to develop closer cooperation and participate in the project seminars

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20 NOV. 2008



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- local stakeholders participate actively in the project and keep an high level of commitment to the project main issues
- correct identification of competences needed and target groups selection
 - correct identification of specific intervention to be implemented in the pilot areas
 - willingness of key actors in participating in the training activities
 - clear identification of participants to be involved in local multi-stakeholders groups;
 - clear political assumption of local governments concerning the usefulness of operational projects planned
 - commitment of public/private key actors in implementing the pilot actions through an integrated approach
 - awareness concerning the sustainability of the project results by all relevant stakeholders

Financial sustainability (financing will follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.);

The creation of a **Private-Public Partnership** including private sectors, regional and local authorities will provide a sound political framework that will guarantee that an increasing share of public resources will be devoted to sustain further integrated interventions of social policies. The project will foster the involvement of financing bodies (in agreement with local governments) in the development of pilot actions in order to guarantee their economic sustainability at the end of the project. Specific Pilot actions will be addressed to **activate financial resources** and test innovative financial tools for the start-up of new enterprises (micro-credit) and activate guarantee funds for social enterprises. Synergies with other EU financial programmes (e.g. Investing in People within DCI – Decentralised Cooperation Instrument, EUROSOCIAL) will be created in order to foster the development of new initiatives to be funded by EU external assistance.

Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);

The project will contribute to establish a Governance System base on integrated and multi-disciplinary approach through the setting up of 3 level Working groups in each targeted area: 1 Inter-Departmental Working Group (IDWG) within the sub-national governments involved composed by public functionaries and operators involved in the different fields of local policies (economic, labour, health, social, education, urban, cultural), 1 Technical Working Group (TWG) among the different level of sub-national governments, 1 Public- Private local Working Group including public functionaries and civil society organisations for the design, implementation and monitoring of the pilot action in each targeted area. These structures will allow the ownership of the actions and outcomes to local stakeholders and will contribute to guarantee further collaboration and mutual understanding among the involved parties.

The results of pilot actions will be discussed and analysed in each local areas in terms of results and impact promoted and will provided new tools and methodologies to re-design the local Welfare policies.

The project will provide recommendations for creating territorial governance systems based on the **principle of subsidiarity** among public and private actors in the implementation of social policies. The new learning obtained through institutional and capacity building activities and exchanging of results in different countries will allow the definition of innovative practices and common objectives for the identification of efficacious policies to propose in the definition of future local social policies in the Latin America countries involved.

The increased coordination and cooperation among private and public actors, social parts and economic actors will eventually contribute to the definition of Multi-stakeholders Agreements in the implementation of social policies and to the elaboration of integrated projects linked to local development policies. The creation/strengthening of an institution/body gathering all the voluntary organisations, associations, social cooperatives, NGOs, active in the field of social and health

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interventions will promote further discussion and interaction with the civil society, policy makers and local and national institutions.



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Logical Framework for the project



ANNEX I - PART II - Regione Emilia-Romagna
DCI-ALA/19.09.01/2008/19157 /161-164/URB-AL III-57

LOGICAL FRAMEWORK

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	support LA sub-national government to consolidate and innovate welfare policies aimed at reducing economic and social inequalities	n. of policy assumptions defined through multi-actor local groups	internal verification source: Steering committee and management board external verification: final beneficiaries and direct target groups means: local deliberations, regulations issued by sub-national governments; qualitative and quantitative evaluation tools foreseen in the evaluation system (internal and external) related to outputs delivered, level of participation of target groups, quality of the action, quality level of competences used	
	promote the subsidiarity principle through the valorisation of local resources, including solidarity, reciprocity and active participation, development of co responsibility and social cohesion concepts	n. of experimental pilot project developed in the targeted areas according to subsidiarity model		
	support the adoption of second generation social policies which go beyond the concept of assistance in order to provide effective answers to the citizens' needs through the active participation of local communities and civil society organisations	n. policy decisions set-up for welfare operations		
	develop the processes of knowledge and recognition of social needs and their transformation into actions promoting the citizens' rights and increasing the awareness of the local community	defined needs analysis for each targeted areas and raised awareness on project objectives and activities		
	Strengthen the coordination of welfare policies and the involvement of all levels of government and relevant stakeholders in the design, implementation and monitoring of policy	strengthened public-private partnerships for the programming of social intervention in the LA targeted areas		
Specific objective	foster the transfer of knowledge and experiences related to the design and implementation of integrated welfare policies among EU - Latin -America sub-national government	n. practices and experiences identified and transferred to Latin America sub-national governments involved	local action plans/planning documents on social interventions of sub-national governments	External conditions: political commitment of AL sub-national governments towards innovative Welfare Policies based on decentralisation process Main risks: change in national/sub-national government; not well identified target groups, low level of political commitment of local governments, low level of integration among local stakeholders, low relationships between needs and activities developed, withdrawal of 1 partner from the project

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Logical Framework for the project

<p>1. The project is fully and corrected implemented according to the work plan and the coordination among EU/LA partners is ensured</p>	<p>n. 1 Kick-off meeting n. 1 Steering Committee created n. intermediate meetings n. intermediate/final Technical and Financial Reports n.1. Grant Contract signed n. 1 Partnership Agreement Signed</p>	<p>minutes of the project meetings list of participants interim/final technical/financial reports partnership agreement and grant agreement detailed plan of project activities</p>	<p>all project partners are active and fully participating in the project activities</p>
<p>2. increased awareness on methodologies and tools for the integration of social policies towards different key actors, target groups and stakeholders (provinces, regions, districts, municipalities, civil society organisations (CSOs))</p>	<p>1 Website including database on key actors, policies, guidelines, contacts, links to EU networks, n. 1 local promotional seminar organised in LA partner n. EU-AL seminars n. articles published n. press conferences n. radio/TV broadcasting 1 CD rom containing project outputs 1 final conference organised</p>	<p>Web site information minutes of local and international seminars media releases, newspapers CD rom information list of participants</p>	<p>access to relevant source of information in the partners' countries is granted restriction to communication, dialogue and exchange of information occurs of stakeholders to develop closer cooperation and participate in the project seminars</p>
<p>3. strengthened institutional building of Latin America sub-national governments in the design, planning and implementation of innovative and integrated Welfare policies through inter-institutional and public-private partnerships</p>	<p>1 Inter-Departmental Working Group created for each LA sub-national government 1 Technical Working Group created involving local authorities at different level (municipal, provincial etc) N. IDWG meetings organised in LA targeted areas 1SWOT analysis realised for each LA targeted areas n. operational plans defined in the targeted areas n. areas of intervention identified for the implementation of pilot actions public/private local stakeholders identified n. technical Working Group n. public/private meetings</p>	<p>minutes of Inter-departmental Working Group meetings report on SWOT analysis list of local public/private stakeholders minutes of Technical Working Groups meetings minutes of public/private meetings</p>	<p>Local stakeholders participate actively in the project and keep an high level of commitment to the project main issues</p>

Expected results

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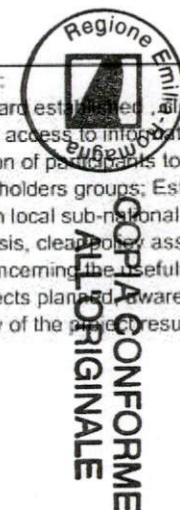
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Logical Framework for the project

Activities	4. transferred competences, skills and practices to LA public functionaries and CSOs operators to improve their capacity in planning and implementing innovative integrated Welfare models at local level	n. 10 training sessions organised and delivered to sub-national governments key actors; n. 10 training sessions organised and delivered to civil society organisations key actors ; 2 X 10 days Study Visit in Italy; Training materials and training methodologies available and freely downloadable on the project website.	training material/documents and presentations list of participants training report drafted by training coordinators report on study visits	Correct identification of competences needed and target groups selection Willingness of key actors in participating in the training activities
	5. improved existing welfare services and created new services based on implement innovative and integrated approach	n. public/private working groups meetings realised in each targeted areas n. pilot actions realised in LA countries n. guidelines realised for the programming of innovative welfare interventions	evaluation reports on the results on the implementation of pilot actions	correct identification of specific intervention to be implemented in the pilot areas commitment of public/private key actors in implementing the pilot actions through an integrated approach
	Action 1. Management and coordination	Means: Human resources (project coordinators, administrative, technical operators, communication managers, experts) Travels (Italy-Brazil-Argentina) Equipment and supplies Local office/Action costs Other costs/services (publications, translations, interpreters, conferences, financial services, visibility costs, studies and researches) Other (visas, insurances) Administrative Costs	Sources of information about action progress: Minutes of the Meetings Technical and financial reports Papers, publications Costs: Human resources: 1.293.447,50 Travels: 195.500,00 Equipment and supplies: 150.500,00 Local office/Action costs: 14.000,00 Other costs/services: 254.550,00 Others: 1.054.000,00 Contingency reserve: 16.500,00 Administrative Costs: 160.000,00	Pre-conditions: management board established, clear identification of target groups, access to information sources, clear identification of participants to be involved in local multi-stakeholders groups; Established commitment with local sub-national governments, clear swot analysis, clear policy assumption of local governments concerning the usefulness of operational projects planned, awareness concerning the sustainability of the project results
	Action 2. Dissemination and Communication and capitalisation of results			
	Action3: Governance System Building			
	Action 4. Capacity Building of local stakeholders			
	Action 5. PILOT ACTION: testing innovative models Integrated Welfare Policies			



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ANNEX II

General Conditions applicable to European Community-financed grant
contracts for external actions

CONTENTS

General and administrative provisions

ARTICLE 1 - GENERAL OBLIGATIONS	2
ARTICLE 2 - OBLIGATION TO PROVIDE INFORMATION AND FINANCIAL AND NARRATIVE REPORTS	2
ARTICLE 3 - LIABILITY	3
ARTICLE 4 - CONFLICT OF INTERESTS	4
ARTICLE 5 - CONFIDENTIALITY	4
ARTICLE 6 - VISIBILITY	4
ARTICLE 7 - OWNERSHIP/USE OF RESULTS AND EQUIPMENT	5
ARTICLE 8 - EVALUATION/MONITORING OF THE ACTION	5
ARTICLE 9 - AMENDMENT OF THE CONTRACT	5
ARTICLE 10 - ASSIGNMENT	6
ARTICLE 11 - IMPLEMENTATION PERIOD OF THE ACTION, EXTENSION, SUSPENSION, FORCE MAJEURE AND END DATE	6
ARTICLE 12 - TERMINATION OF THE CONTRACT	7
ARTICLE 13 - APPLICABLE LAW AND DISPUTE SETTLEMENT	8
ARTICLE 14 - ELIGIBLE COSTS	9
ARTICLE 15 - PAYMENT AND INTEREST ON LATE PAYMENT	10
ARTICLE 16 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS	14
ARTICLE 17 - FINAL AMOUNT OF FINANCING BY THE CONTRACTING AUTHORITY	16
ARTICLE 18 - RECOVERY	16

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GENERAL AND ADMINISTRATIVE PROVISIONS

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ARTICLE 1 - GENERAL OBLIGATIONS

- 1.1. The Beneficiary shall implement the Action under his own responsibility and in accordance with the Description of the Action in Annex I with a view to achieving the objectives laid down therein.
- 1.2. The Beneficiary shall implement the Action with the requisite care, efficiency, transparency and diligence, in line with best practice in the field concerned and in compliance with this Contract.

For this purpose the Beneficiary shall mobilise all the financial, human and material resources required for full implementation of the Action as specified in the Description of the Action.

- 1.3. The Beneficiary shall act alone or in partnership with one or more NGOs or other bodies identified in the Description of the Action. He may subcontract a limited portion of the Action. The bulk of the Action must, however, be undertaken by the Beneficiary and, where applicable, his partners.

Partners take part in the implementation of the Action, and the costs they incur are eligible in the same way as those incurred by the Beneficiary.

If implementation of the Action involves the conclusion of contracts by the Beneficiary, the contract-award procedures and rules of nationality and origin set out in Annex IV shall apply.

The Contracting Authority does not acknowledge any contractual link between itself and the Beneficiary's partner(s) or subcontractors. The Beneficiary alone shall be accountable to the Contracting Authority for the implementation of the Action. He shall undertake that the conditions applicable to him under Articles 1, 3, 4, 5, 6, 7, 8, 10, 14, 16 and 17 shall also apply to his partners, and those applicable under Articles 1, 3, 4, 5, 6, 8 and 16 to all his subcontractors. He shall include provisions to that effect as appropriate in his contracts with them.

- 1.4. The Beneficiary and the Contracting Authority are the only parties (the "Parties") to this Contract. Where the European Commission is not the Contracting Authority, it is not Party to this Contract, which confers on it only the rights and obligations explicitly mentioned therein. Nevertheless it shall endorse the Contract to ensure the financing of the Contracting Authority's grant from the European Communities' budget¹, and the provisions in this Contract on visibility shall apply accordingly.

ARTICLE 2 - OBLIGATION TO PROVIDE INFORMATION AND FINANCIAL AND NARRATIVE REPORTS

- 2.1. The Beneficiary must provide the Contracting Authority with all required information on the implementation of the Action. To that end, the Beneficiary must draw up interim reports and a final report. These reports shall consist of a narrative section and a financial section and shall conform to the model in Annex VI. They shall cover the Action as a whole, regardless of which part of it is financed by the Contracting Authority. Each

¹ Where a grant is financed by the European Development Fund, any mention of Community financing must be understood as referring to European Development Fund financing.

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571

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Cappadoglio)

report must provide a full account of all aspects of the Action's implementation for the period covered. In case where, in accordance with article 15.6, no expenditure verification report is required the Beneficiary has to provide a list detailing each item of expenditure incurred in the period covered by the report, and indicating for each its title, amount, relevant heading in the Budget of the Action and the reference of the justifying document, is annexed to it. The proofs of the transfers of ownership referred to in Art 7.3 are also annexed to the final report.

2.2. The Contracting Authority may request additional information at any time and that information must be supplied within 30 days of the request.

2.3. The reports shall be drafted in the language of the Contract. They shall be submitted to the Contracting Authority at the following intervals:

if payments are made in accordance with option 1 or option 3 of Article 15.1: a single final report shall be forwarded no later than three months after the implementation period as defined in Article 2 of the Special Conditions;

if payments are made in accordance with option 2 of Article 15.1:

- an interim report must accompany every request for payment ;
- the final report shall be forwarded no later than three months after the implementation period as defined in Article 2 of the Special Conditions.

The deadline for submission of the final report is extended to six months where the Beneficiary does not have its headquarters in the country where the Action is implemented.

2.4. Any additional reporting requirement will be set out in the Special Conditions.

2.5. If the Beneficiary fails to supply the Contracting Authority with a final report by the final report deadline laid down in Article 2.3 and fails to furnish an acceptable and sufficient written explanation of the reasons why he is unable to comply with this obligation, the Contracting Authority may terminate the Contract in accordance with Article 12.2 a) and recover the amounts already paid and not substantiated.

Furthermore, where payments are made in accordance with option 2 of Article 15.1 and the Beneficiary fails to present an interim report and a request for payment by the end of each twelve-month period following the date laid down in Article 2.2 of the Special Conditions, the Beneficiary must inform the Contracting Authority of the reasons why he is unable to do so, and provide a summary of progress in the Action. If the Beneficiary fails to comply with this obligation, the Contracting Authority may terminate the Contract in accordance with Article 12.2 a) and recover the amounts already paid and not substantiated.

ARTICLE 3 - LIABILITY

3.1. The Contracting Authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Beneficiary while the Action is being carried out or as a consequence of the Action. The Contracting Authority cannot therefore accept any claim for compensation or increases in payment in connection with such damage or injury.

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- 3.2. The Beneficiary shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the Action is being carried out or as a consequence of the Action. The Beneficiary shall discharge the Contracting Authority of all liability arising from any claim or action brought as a result of an infringement by the Beneficiary or the Beneficiary's employees or individuals for whom those employees are responsible of rules or regulations, or as a result of violation of a third party's rights.

ARTICLE 4 - CONFLICT OF INTERESTS

The Beneficiary undertakes to take all necessary precautions to avoid conflicts of interests and shall inform the Contracting Authority without delay of any situation constituting or likely to lead to any such conflict.

There is a conflict of interests where the impartial and objective exercise of the functions of any person under this Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person.

ARTICLE 5 - CONFIDENTIALITY

Subject to Article 16, the Contracting Authority and the Beneficiary undertake to preserve the confidentiality of any document, information or other material communicated to them in confidence until at least seven years after the final payment. Where the European Commission is not the Contracting Authority it shall still have access to all documents communicated to the Contracting Authority and will maintain the same confidentiality.

ARTICLE 6 - VISIBILITY

- 6.1. Unless the European Commission agrees or requests otherwise, the Beneficiary must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. Such measures must comply with the relevant rules on the visibility of external actions laid down and published by the Commission.
- 6.2. In particular, the Beneficiary shall mention the Action and the European Union's financial contribution in information given to the final recipients of the Action, in its internal and annual reports, and in any dealings with the media. It shall display the EU logo wherever appropriate.
- 6.3. Any notice or publication by the Beneficiary concerning the Action, including those given at a conference or seminar, must specify that the Action has received EU funding. Any publication by the Beneficiary, in whatever form and by whatever medium, including the internet, must include the following statement: *"This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of < Beneficiary's name > and can under no circumstances be regarded as reflecting the position of the European Union."*
- 6.4. The Beneficiary authorises the Contracting Authority and the European Commission (where it is not the Contracting Authority) to publish his name and address, the purpose of the grant, the maximum amount of the grant and rate of funding of the Action's eligible costs, as laid down in the Article 3.2 of the Special Conditions. A derogation

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from publication of this information may be granted if it could endanger the Beneficiary or harm his commercial interests.

ARTICLE 7 - OWNERSHIP/USE OF RESULTS AND EQUIPMENT

- 7.1. Ownership of, and title and intellectual and industrial property rights to, the Action's results, reports and other documents relating to it shall be vested in the Beneficiary.
- 7.2. Notwithstanding the provisions of Article 7.1 and subject to Article 5, the Beneficiary grants the Contracting Authority (and the European Commission where it is not the Contracting Authority) the right to use freely and as it sees fit all documents deriving from the Action, whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
- 7.3. Where the Beneficiary does not have its headquarters in the country where the Action is implemented and unless otherwise specified in the Special Conditions, the equipment, vehicles and supplies paid for by the Budget for the Action must be transferred to any local partners of the Beneficiary and/or the final recipients of the Action, at the latest by the end of the implementation of the Action. Copies of the proofs of transfers of equipments and vehicles, the purchase cost of which was more than 5 000 euros per item, must be attached to the final report. Such proofs must be kept for control in all other cases.

ARTICLE 8 - EVALUATION/MONITORING OF THE ACTION

- 8.1. If the Commission carries out an interim or ex post evaluation or a monitoring mission, the Beneficiary shall undertake to provide it and/or the persons authorised by it with any document or information which will assist with the evaluation or monitoring mission, and grant them the access rights described in Article 16.2.
- 8.2. If either Party (or the European Commission) carries out or commissions an evaluation in the course of the Action, it must provide the other Party and the European Commission (or the Parties) with a copy of the evaluation report.

ARTICLE 9 - AMENDMENT OF THE CONTRACT

- 9.1. Any amendment to the Contract, including the annexes thereto, must be set out in writing in an addendum.

If an amendment is requested by the Beneficiary, he must submit that request to the Contracting Authority one month before the date on which the amendment should enter into force, unless there are special circumstances duly substantiated by the Beneficiary and accepted by the Contracting Authority.

- 9.2. However, where the amendment to the Budget or Description of the Action does not affect the basic purpose of the Action and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 15% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the Beneficiary may amend the budget and inform in writing without delay the Contracting Authority accordingly. This method may not be used to amend the headings for administrative costs or the contingency reserve.

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Changes of address, changes of bank account and changes of auditor may simply be notified, although this does not stop the Contracting Authority from opposing the Beneficiary's choice of bank account or auditor.

The Contracting Authority reserves the right to require that the auditor referred to in Article 5.2 of the Special Conditions be replaced if considerations which were unknown when the Contract was signed cast doubt on the auditor's independence or professional standards.

- 9.3. An addendum may not have the purpose or the effect of making changes to the Contract that would call into question the grant award decision or be contrary to the equal treatment of applicants. The maximum grant referred to in Article 3.2 of the Special Conditions may not be increased.

ARTICLE 10 - ASSIGNMENT

The Contract and the payments attached to it may not be assigned to a third party in any manner whatsoever without the prior written consent of the Contracting Authority.

ARTICLE 11 - IMPLEMENTATION PERIOD OF THE ACTION, EXTENSION, SUSPENSION, FORCE MAJEURE AND END DATE

- 11.1. The implementation period of the Action is laid down in Article 2 of the Special Conditions. The Beneficiary must inform the Contracting Authority without delay of any circumstances likely to hamper or delay the implementation of the Action. The Beneficiary may request an extension of the Action's implementation period no later than one month before it ends. The request must be accompanied by all the supporting evidence needed for its appraisal.
- 11.2. The Beneficiary may suspend implementation of all or part of the Action if circumstances (chiefly force majeure) make it too difficult or dangerous to continue. The Beneficiary must inform the Contracting Authority without delay and provide all the necessary details. Each Party may terminate the Contract in accordance with Article 12.1. If the Contract is not terminated, the Beneficiary shall endeavour to minimise the time of its suspension and shall resume implementation once circumstances allow, and shall inform the Contracting Authority accordingly.
- 11.3. The Contracting Authority may request the Beneficiary to suspend implementation of all or part of the Action if circumstances (chiefly force majeure) make it too difficult or dangerous to continue. Each Party may terminate the Contract in accordance with Article 12.1. If the Contract is not terminated, the Beneficiary shall endeavour to minimise the time of its suspension and shall resume implementation once circumstances allow, after obtaining the prior written approval of the Contracting Authority.
- 11.4. The implementation period of the Action shall be extended by a period equivalent to the length of suspension, without prejudice to any amendment to the Contract that may be necessary to adapt the Action to the new implementing conditions.
- 11.5. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their contractual obligations, is not attributable to error or negligence on their part (or the part of their subcontractors, agents or employees), and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes or financial difficulties cannot be invoked as force majeure. A Party shall not be held in breach of its contractual obligations if it is prevented from fulfilling them by force majeure. Without prejudice to Articles 12.2 and 12.4, the Party faced with

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571

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force majeure shall inform the other Party without delay, stating the nature, probable duration and foreseeable effects of the problem, and take any measure to minimise possible damage.

- 11.6. The payment obligations of the European Community under this Contract shall end 18 months after the implementation period laid down in Article 2 of the Special Conditions, unless the Contract is terminated under Article 12.

The Contracting Authority shall notify the Beneficiary of any postponement of the end date.

ARTICLE 12 - TERMINATION OF THE CONTRACT

- 12.1. If a Party believes that the Contract can no longer be executed effectively or appropriately, it shall consult the other Party. Failing agreement on a solution, either Party may terminate the Contract by serving two months' written notice, without being required to pay compensation.

- 12.2. The Contracting Authority may terminate the Contract, without giving notice and without paying compensation of any kind, where the Beneficiary:

- a) fails, without justification, to fulfil any of the obligations incumbent on him and, after being given notice by letter to comply with those obligations, still fails to do so or to furnish a satisfactory explanation within 30 days of sending of the letter;
- b) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or is guilty of grave professional misconduct proven by any justified means;
- d) engages in any act of fraud or corruption or is involved in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests; this also applies to the partners, subcontractors and agents of the Beneficiary;
- e) changes legal personality, unless an addendum recording that fact is drawn up;
- f) does not comply with Articles 4, 10 and 16;
- g) makes false or incomplete statements to obtain the grant provided for in the Contract or provides reports that do not reflect reality.

- 12.3. The Beneficiary who has made false declarations, has made substantial errors or committed irregularities and fraud, or has been found in serious breach of its contractual obligations may be excluded from all contracts financed by the Contracting authority for a maximum of five years from the date on which the infringement is established, as confirmed following the adversarial procedure with the Beneficiary. This period can be extended to 10 years in the event of a repeated offence within 5 years of the date referred above.

- 12.4. In the event of termination the Beneficiary shall be entitled to payment of the grant only for the part of the Action carried out, excluding costs connected with current

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commitments that would be implemented after termination. For this purpose the Beneficiary shall introduce a payment request and a final report in accordance with Article 2.

- 12.5. However, in the event of wrongful termination of the Contract by the Beneficiary under Article 12.1 and in the cases specified in points d), e) and g) of Article 12.2, the Contracting Authority may request full or partial repayment of sums already paid from the grant, in proportion to the gravity of the failings in question and after allowing the Beneficiary to submit his observations.
- 12.6. Prior to, or instead of, terminating the Contract as provided for in this Article, the Contracting Authority may suspend payments as a precautionary measure without prior notice.
- 12.7. This Contract shall be terminated automatically if it has not given rise to any payment by the Contracting Authority within three years of its signature.

ARTICLE 13 - APPLICABLE LAW AND DISPUTE SETTLEMENT

- 13.1. This Contract shall be governed by the law of the Contracting Authority or, where the Contracting Authority is the European Commission, by the European Community law supplemented as appropriate by Belgian law.
- 13.2. The Parties shall do everything possible to settle amicably any dispute arising between them during implementation of this Contract. To that end, they shall communicate their positions and any solution that they consider possible in writing, and meet each other at either's request. A Party must reply to a request for an amicable settlement within 30 days. Once this period has expired, or if the attempt to reach amicable settlement has not produced agreement within 120 days of the first request, each Party may notify the other that it considers the procedure to have failed.
- 13.3. In the event of failure to reach an amicable agreement, the dispute may by common agreement of the Parties be submitted to the conciliation of the European Commission if it is not the Contracting Authority. If no settlement is reached within 120 days of the opening of the conciliation procedure, each Party may notify the other that it considers the procedure to have failed.
- 13.4. In the event of failure of the above procedures, each Party may submit the dispute to the courts of the country of the Contracting Authority, or to the Brussels courts where the Contracting Authority is the European Commission.

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20 NOV. 2008



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571

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ARTICLE 14 - ELIGIBLE COSTS

14.1. Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:

- they are incurred during the implementation of the action as specified in Article 2 of the Special Condition with the exception of costs relating to final reports and expenditure verification. Eventual contracts for goods/services/works used/provided/delivered during the implementation period may have been awarded but not executed by the Beneficiary or his partners before the implementation period of the Action started, provided the provisions of Annex IV were respected. Such costs must be paid for before the final report is finalised.
- have to be indicated in the estimated overall budget of the action,
- have to be necessary for the implementation of the action which is the subject of the grant,
- must be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost account practices of the beneficiary,
- have to be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency,

14.2. Subject to the above and where relevant to the provisions of Annex IV being respected, the following direct costs of the Beneficiary and his partners shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III, which correspond to the scales published by the European Commission at the time of signing this contract;
- purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, and costs of services, provided they correspond to market rates;
- costs of consumables;
- subcontracting expenditure;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);



2007

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9-12-08 EP

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20 NOV. 2008

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- 14.3. A contingency reserve not exceeding 5 % of the direct eligible costs may be included in the Budget of the Action. It can be used only with the prior written authorisation of the Contracting Authority
- 14.4. A fixed percentage not exceeding 7% of the total amount of eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action, save where the Beneficiary is in receipt of an operating grant financed from the Communities' budget.. The flat-rate funding in respect of indirect costs does not need to be supported by accounting documents.

Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of this Contract.

This Article 14.4 does not apply in the case of an operating grant.

- 14.5. Unless otherwise specified in the Special Conditions, any contributions in kind , which must be listed separately at Annex III, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding to the above, if the Description of the Action foresees the contributions in kind, such contributions have to be provided.

- 14.6. The following costs shall not be considered eligible:
- debts and provisions for losses or debts;
 - interest owed;
 - items already financed in another framework;
 - purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest at the end of the action;
 - currency exchange losses;
 - taxes, including VAT, unless the Beneficiary (or, where applicable, his partners) cannot reclaim and the applicable regulations authorise coverage of taxes;
 - credits to third parties.

ARTICLE 15 - PAYMENT AND INTEREST ON LATE PAYMENT

- 15.1. Payment procedures are set out in Article 4 of the Special Conditions and correspond to one of the three options below:

Option 1: Actions with an implementation period not exceeding 12 months or where the financing provided by the Contracting Authority does not exceed EUR 100 000

The Contracting Authority will pay the grant to the Beneficiary in the following manner:

- pre-financing of 80% of the sum referred to in Article 3.2 of the Special Conditions following the provisions in Article 4.3 of the Special Conditions.

9-12-08 EP

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571

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(Dr. Marco Capodaglio)

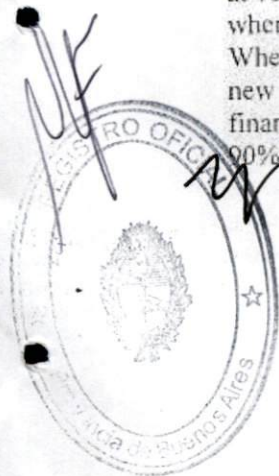
- the balance within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by a request for payment of the balance conforming to the model in Annex V.

Option 2: Actions with an implementation period of more than 12 months and where the financing provided by the Contracting Authority is more than EUR 100 000

The Contracting Authority shall pay the grant to the Beneficiary in the following manner:

- an initial pre-financing instalment of 80% of that part of the estimated budget for the first 12 months financed by the Contracting Authority, as specified in Article 4 of the Special Conditions, following the provisions in Article 4.3 of the Special Conditions.
- further pre-financing instalments of the amount specified in Article 4 of the Special Conditions and designed to normally cover the Beneficiary's financing needs for each twelve month period of implementation of the Action, within 45 days of the Contracting Authority approving an interim report in accordance with Article 15.2, accompanied by:
 - a request for payment conforming to the model in Annex V,
 - an expenditure verification report under Article 15.6,
 - a financial guarantee if required under Article 15.7;
- the balance within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by:
 - a request for payment of the balance conforming to the model in Annex V,
 - an expenditure verification report if required under Article 15.6.

Further pre-financing may only be given if the part of the expenditure actually incurred which is financed by the Contracting Authority (by applying the percentage set out in Article 3.2 of the Special Conditions) stands at 70% at least of the previous payment (and at 100% of any previous payments) as supported by the corresponding interim report and, where applicable, by an expenditure verification report as specified in Article 15.6. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment. The sum total of pre-financing under the Contract may not exceed 90% of the amount referred to in Article 3.2 of the Special Conditions.



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Provincia de Buenos Aires

20 NOV. 2008

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Option 3: All Actions

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The grant shall be paid to the Beneficiary by the Contracting Authority in one payment within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by:

- a request for payment of the balance conforming to the model in Annex V,
- an expenditure verification report if required under Article 15.6.

- 15.2. Any report shall be considered approved if there is no written reply from the Contracting Authority within 45 days of its receipt accompanied by the required documents.

The Contracting Authority may suspend the time-limit for approval of a report by notifying the Beneficiary that the report cannot be approved and that it finds it necessary to carry out additional checks. In such cases, the Contracting Authority may request clarification, alteration or additional information, which must be produced within 30 days of the request. The time-limit starts running again on the date the required information is received.

Reports shall be presented in accordance with Article 2.

- 15.3. The time-limit of 45 days for payment referred to in Article 15.1 above shall expire on the date on which the Contracting Authority's account is debited. Without prejudice to Article 12.6, the Contracting Authority may suspend this time-limit by notifying the Beneficiary that the request for payment is inadmissible, either because the amount in question is not due or because proper supporting documents have not been supplied or it thinks it necessary to conduct further checks, including on-the-spot checks, to make sure that the expenditure is eligible. The time-limit for payment shall start running again on the date on which a correctly formulated request for payment is recorded.

- 15.4. Once the time-limit referred to above has expired, the Beneficiary - unless the Beneficiary is a government department or public body in a Community Member State - may, within two months of receipt of the late payment, claim default interest:

- at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country;
- at the rate applied by the European Central Bank to its main refinancing transactions in euro, as published in the Official Journal of the European Union, C series, if payments are in euro,

on the first day of the month in which the time-limit expired, plus three and a half percentage points. The interest shall be payable for the time elapsed between the expiry of the payment deadline (exclusive) and the date on which the Contracting Authority's account is debited (inclusive). This interest is not considered income for the purposes of Article 17.3. Any partial payments shall first cover the default interest thus established.

- 15.5. Where the award procedure or performance of the contract is vitiated by substantial errors or irregularities or by fraud attributable to the Beneficiary, the Contracting Authority may refuse to make payments or may recover amounts already paid, in proportion to the seriousness of the errors, irregularities or fraud. The Contracting Authority may also suspend payments in cases where there are suspected or established errors, irregularities or fraud committed by the Beneficiary in the performance of another contract funded by the general budget of the European Community or by budgets managed by it which are likely to affect the performance of the present contract.

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Provincia de Buenos Aires

20 NOV. 2008

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IL RESPONSABILE DEL SERVIZIO

(Dr. Marco Papadopoulos)

571

15.6. A report on the verification of the Action's expenditure, produced by an approved auditor who is a member of an internationally recognised supervisory body for statutory auditing, shall be attached to:

- any request for interim payments per financial year in case of grants of EUR 750 000 or more;
- any request for payment of the balance in the case of a grant of more than EUR 100 000;
- any request for payment of over EUR 100 000 for the financial year, in the case of an operating grant

The auditor examines whether the costs declared by the Beneficiary are real, accurately recorded and eligible in accordance with the Contract and issues an expenditure verification report conforming to the model in Annex VII.

The Beneficiary grants the auditor all access rights mentioned in Article 16.2.

The expenditure verification report accompanying a request for payment of the balance covers all expenditures not covered by any previous expenditure verification report.

Based on the expenditure verification report the Contracting Authority determines the total amount of eligible expenditure which may be deducted from the sum total of pre-financing under the Contract (clearance).

Where the Beneficiary is a government department or a public body of a Member State of the European Community, the Contracting Authority may exempt it from the expenditure verification requirement.

15.7. If the sum total of pre-financing paid and not cleared at any point in time under the Contract is more than 80% of the Contract amount and exceeds EUR 60 000, its payment must be fully covered by a financial guarantee. Where the Beneficiary is a non governmental organisation, such guarantee is requested if the sum total of pre-financing paid and not cleared at any point in time under the Contract is more than EUR 1 million or 90% of the Contract amount. The financial guarantee must be denominated in euro, conforming to the model in Annex VIII and, unless the Contracting Authority otherwise agrees, provided by an approved bank or financial institution established in one of the Member States of the European Community. This guarantee shall remain in force until its release by the Contracting Authority when the total amount of pre-financing under the Contract is once again less than EUR 1 million or after payment of the balance.

15.8. This provision shall not apply if the Beneficiary is a government department or public body or an international organisation, unless otherwise stipulated in the Special Conditions. The payments owed by the Contracting Authority shall be made to the bank account or sub-account referred to in the financial identification form in Annex V, which identifies the funds paid by the Contracting Authority and allows to calculate the interests produced by such funds.

15.9. The Contracting Authority shall make payments in the currency of the country to which it belongs or in euro, in accordance with the Special Conditions. In the latter case, any conversion into euro of the real costs borne in other currencies shall be done at the rate made up by the average of the rates published in InforEuro for the months covered by the relevant report, unless otherwise provided in the Special Conditions.

In the event of an exceptional exchange-rate fluctuation, the Parties shall consult each other with a view to restructuring the Action in order to lessen the impact of such a fluctuation. Where necessary, the Contracting Authority may take additional measures.

2007

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20 NOV. 2008

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ALL'ORIGINALE**

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

Any interest or equivalent benefits accruing from pre-financing paid by the Contracting Authority to the Beneficiary shall be mentioned in the interim and final reports. Subject to the conditions laid down in the basic act, any interest accruing from pre-financing equal or below EUR 250 000 paid by the Contracting authority shall not be due to the Contracting authority and may be used by the Beneficiary for the Action. Any interest accruing from pre financing of more than EUR 250 000 paid by the Contracting authority shall be assigned to the Action and deducted from the payment of the balance of the amounts due to the Beneficiary, unless the Contracting Authority requests the Beneficiary to reimburse the interest generated by pre-financing payments before the payment of the balance.

- 15.10. Subject to the conditions laid down in the basic act, in case of crisis management actions recognized as such by the Contracting authority, the interests accruing from pre-financing equal or below EUR 750 000 shall not be due to the Contracting authority and may be used by the Beneficiary for the Action. Any interest accruing from pre-financing of more than EUR 750 000 is due to the Contracting Authority.
- 15.11. The interests are not taken into account when calculating the sum total of pre-financing under the Contract.
- 15.12. Subject to the conditions laid down in basic act, the Contracting Authority shall recover the interests accruing from pre-financing of more than EUR 750 000 by the end of each financial year.
- 15.13. All references to days in this article 15 are to calendar days.

ARTICLE 16 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

- 16.1. The Beneficiary shall keep accurate and regular accounts of the implementation of the action using an appropriate accounting and double-entry book-keeping system. These systems may either be an integrated part of the Beneficiary's regular system or an adjunct to that system. This system shall be run in accordance with the accounting and bookkeeping policies and rules that apply in the country concerned. Accounts and expenditure relating to the Action must be easily identifiable and verifiable. This can be done by using separate accounts for the Action concerned or by ensuring that expenditure for the action concerned can be easily identified and traced to and within the Beneficiary's accounting and bookkeeping systems. Accounts must provide details of interest accruing on funds paid by the Contracting Authority.

The Beneficiary shall ensure that the Financial Report (both interim and final) as required under Article 2 can be properly and easily reconciled to the Beneficiary's accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose the Beneficiary shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.

- 16.2. The Beneficiary will allow the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor carrying out verifications as required per Article 15.6 to verify, by examining the documents or by means of on-the-spot checks, the implementation of the Action and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the Action. These inspections may take place up to 7 years after the payment of the balance.

Furthermore, the Beneficiary will allow the European Anti-Fraud Office and any external auditor carrying out verifications as required per Article 15.6 to carry out checks and verification on the spot in accordance with the procedures set out in the European

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ALL'ORIGINALE

571

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(Dr. Marco Capodaglio)

Community legislation for the protection of the financial interests of the European Communities against fraud and other irregularities

To this end, the Beneficiary undertakes to give appropriate access to staff or agents of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors as well as to any external auditor carrying out verifications as required per Article 15.6 to the sites and locations at which the Action is implemented, including its information systems, as well as all documents and databases concerning the technical and financial management of the Action and to take all steps to facilitate their work. Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors and to any external auditor carrying out verifications as required per Article 15.6 shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents must be easily accessible and filed so as to facilitate their examination and the Beneficiary must inform the Contracting Authority of their precise location.

The Contractor guarantees that the rights of the European Commission, of the European Anti-Fraud Office and of the European Court of Auditors as well as of any external auditor carrying out verifications as required per Article 15.6 to carry out audits, checks and verification will be equally applicable, under the same conditions and according to the same rules as those set out in this Article 16, to the Beneficiary's partners and subcontractors. Where a partner or subcontractor is an international organisation, any verification agreement concluded between such organisation and the European Commission applies.

16.3. In addition to the reports mentioned in article 2, the documents referred to in Article 16.2 include:

- Accounting records (computerised or manual) from the Beneficiary's accounting system such as general ledger, sub ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
- Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
- Proof of commitments such as contracts and order forms;
- Proof of delivery of services such as approved reports, time sheets, transport tickets (including boarding passes), proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates), etc;
- Proof of receipt of goods such as delivery slips from suppliers;
- Proof of completion of works, such as acceptance certificates;
- Proof of purchase such as invoices and receipts.
- Proof of payment such as bank statements, debit notices, proof of settlement by the subcontractor;
- For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
- Staff and payroll records such as contracts, salary statements, time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary. For expatriate and/or



2007

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20 NOV. 2008

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(Dr. Marco Capodaglio)

European-based staff (if the action is implemented in Europe) analyses and breakdowns of expenditure per month of actual work; assessed on the basis of unit prices per verifiable block of time worked and broken down into gross salary, social security charges, insurance and net salary.

ARTICLE 17 - FINAL AMOUNT OF FINANCING BY THE CONTRACTING AUTHORITY

- 17.1. The total amount to be paid by the Contracting Authority to the Beneficiary may not exceed the maximum grant laid down in Article 3.2 of the Special Conditions, even if the total of actual eligible expenditure exceeds the estimated total budget set out in Annex III.
- 17.2. If the eligible costs at the end of the Action are less than the estimated total cost referred to in Article 3.1 of the Special Conditions, the Contracting Authority's contribution shall be limited to the amount obtained by applying the percentage laid down in Article 3.2 of the Special Conditions to the actual eligible costs approved by the Contracting Authority.
- 17.3. The Beneficiary accepts that the grant can under no circumstances result in a profit for himself and that it must be limited to the amount required to balance income and expenditure for the Action. Profit shall be defined as:
- In the case of a grant for an Action, a surplus of receipts over the costs of the Action in question when the request is made for payment of the balance. However, in the case of Actions designed specifically to strengthen the financial capacity of the Beneficiary, it is distribution to the members making up the beneficiary body of the surplus revenue resulting from its activity leading to their personal enrichment.
 - In the case of an operating grant, a surplus balance on the operating budget of the Beneficiary.

These provisions shall not apply to study, research or training scholarships paid to natural persons, nor in the case of prizes awarded following contests.

- 17.4. In addition and without prejudice to the right to terminate the Contract in accordance with Article 12.2, the Contracting Authority may, by a duly reasoned decision, if the Action is not implemented or is implemented poorly, partially or late, reduce the grant initially provided for in line with the actual implementation of the Action on the terms laid down in this Contract.

ARTICLE 18 - RECOVERY

- 18.1. The Beneficiary undertakes to repay any amounts paid in excess of the final amount due to the Contracting Authority within 45 days of receiving a request to do so.
- 18.2. Should the Beneficiary fail to make repayment within the deadline set by the Contracting Authority, the Contracting Authority may (unless the Beneficiary is a government department or public body of a Member State of the Community) increase the amounts due by adding interest:
- at the rediscount rate applied by the central bank of the country of the Contracting Authority if payments are in the currency of that country;
 - at the rate applied by the European Central Bank to its main refinancing transactions in euro where payments are in euro,

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20 NOV. 2008
16

B.T. Papadopoulos



COPIA CONFORME
ALL'ORIGINALE

571

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

on the first day of the month in which the time-limit expired, plus three and a half percentage points. The default interest shall be incurred over the time which elapses between the date of the payment deadline set by the Contracting Authority (exclusive), and the date on which payment is actually made (inclusive). Any partial payments shall first cover the interest thus established.

18.3. Amounts to be repaid to the Contracting Authority may be offset against amounts of any kind due to the Beneficiary. This shall not affect the Parties' right to agree on payment in instalments. Where necessary the European Community may as a donor subrogate itself to the Contracting Authority.

18.4. Bank charges incurred by the repayment of amounts due to the Contracting Authority shall be borne entirely by the Beneficiary.



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20 NOV. 2008

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Annex III. Budget for the Action¹

Expenses	All Years			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR) ³
1. Human Resources				
1.1 Salaries (gross amounts, local staff) ⁴				
1.1.1 Technical				
1.1.1.1 Technical (EU Project coordinators & International cooperation experts)	Per day			0,00
1.1.1.1 Technical (LA Project coordinators International cooperation experts)	Per day	60	100,00	6.000,00
1.1.1.1 Technical EU staff (social policies & international cooperation experts)	Per day			0,00
1.1.1.1 Technical AL staff (social policies & international cooperation experts)	Per day	50	60,00	3.000,00
Local Technical experts (action 3,4,5)	Per day	500	70,00	35.000,00
1.1.2 Administrative/ support staff	Per day			
1.1.2 Administrative/ support staff (EU partners)	Per day			0,00
1.1.2 Administrative/ support staff (LA partners)	Per day	50	60,00	3.000,00
1.2 Salaries (gross amounts, expat/int. staff)	Per month			
EU Technical experts (action 3,4,5) 2 people	Per day			0,00
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)	Per diem			
Kick off meeting Argentina - Buenos Aires	Per diem			0,00
Project meeting Brazil	Per diem	21	204,00	4.284,00
Project meeting Colombia	Per diem	21	131,00	2.751,00
EU seminar - Bruxelles + Final Conference Argentina (per diem average Argentina-Bruxelles)	Per diem	9	200,00	1.800,00
Training sessions (average in Brazil, Argentina, Colombia)	Per diem			0,00
Study visits in EU				0,00
Pilot actions (average in Brazil, Argentina, Colombia)	Per diem	100	200,00	20.000,00
1.3.2 Local (staff assigned to the Action)	Per diem			
1.3.3 Seminar/conference participants	Per diem			
Subtotal Human Resources				75.835,00
2. Travel⁶				
2.1. International travel	Per flight			
Project meetings in Argentina, Colombia, Buenos Aires (action 1)	Per flight	3	666,67	2.000,00
Travel EU seminar - Bruxelles + Final Conference Argentina	Per flight	4	750,00	3.000,00
Travel action 3 - training sessions	Per flight			0,00
Study visits in EU	Per flight	10	1.000,00	10.000,00
Travel experts for pilot actions	Per flight			0,00
2.2 Local transportation	Per month	10	100,00	1.000,00
Subtotal Travel				16.000,00



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(Dr. Marco Capodaglio)

571

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3. Equipment and supplies⁷				
3.1 Purchase or rent of vehicles	Per vehicle			
3.2 Furniture, computer equipment (PC+video projector+printer)	per equipemer	1	1.000,00	1.000,00
3.3 Machines, tools...	per machine	1	15.000,00	15.000,00
3.4 Spare parts/equipment for machines, tools (vocational training)	Per machine	1	33.333,33	33.333,33
3.5 Other (please specify)				
Subtotal Equipment and supplies				49.333,33
4. Local office				
4.1 Vehicle costs	Per month			
4.2 Office rent (training sessions)	Per month	35	100,00	3.500,00
4.3 Consumables - office supplies	Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			
Subtotal Local office				3.500,00
5. Other costs, services⁸				
5.1 Publications⁹				
Web site & database (design, implementation, management)	web	1	20.000,00	20.000,00
Cd rom				0,00
5.2 Studies, research⁹	SWOT analysi	1	6.000,00	6.000,00
5.3 Auditing costs	lump-sum			0,00
5.4 Evaluation costs pilot actions	lump-sum	1	15.000,00	15.000,00
5.5 Translation, interpreters (simultaneous&documents translations)	per day	16	100,00	1.600,00
5.6 Financial services (bank guarantee costs etc.), bank transfer s	lump-sum	1	1.000,00	1.000,00
5.7 Costs of conferences/seminars⁹				0,00
3 project coordination & management meetings (action 1)	seminar	1	2.300,00	2.300,00
EU seminar (room, equipment, folders, booths, catering)				0,00
Final conference (room, equipment, folders, booths, catering)				0,00
local seminars (Buenos Aires, Mar del Plata, Antioquia)	seminar	2	1.800,00	3.600,00
5.8 Visibility actions				0,00
Subtotal Other costs, services				49.500,00



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Provincia de Buenos Aires

Expenses	Unit	All Years		Costs (in EUR)
		# of units	Unit rate (in EUR)	
6. Other				
vocational training modules for pilot actions	training module	1	348.000,00	348.000,00
training material	training package			0,00
Subtotal Other				348.000,00
7. Subtotal direct eligible costs of the Action (1-6)				542.168,33
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)	lump sum			1.500,00
9. Total direct eligible costs of the Action (7+ 8)				543.668,33
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)	lump sum			10.000,00
11. Total eligible costs (9+10)				553.668,33

1. The Budget must cover all eligible costs of the Action, not just the Contracting Authority's contribution. The description of
2. This section must be completed if the Action is to be implemented over a period of more than 12 months.
3. If the Contracting Authority is not the European Commission, the budget may be established in euro or in the currency of
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and
5. Indicate the country where the per diems are incurred and the applicable rates (which must not exceed the scales
6. Indicate the place of departure and the destination. If information is not available, enter a global amount
7. Costs of purchase or rental
8. Specify. Lump sums will not be accepted.
9. Only indicate here when fully subcontracted.

NOTA BENE: The beneficiary alone is responsible for the correctness of the financial information provided in these tables



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571

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571

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ANNEX IV

Procurement by grant Beneficiaries in the context of European Community external actions

1. GENERAL PRINCIPLES

If the implementation of an Action requires procurement by the Beneficiary, the contract must be awarded to the most economically advantageous tender (ie, the tender offering the best price-quality ratio), in accordance with the principles of transparency and fair competition for potential contractors and taking care to avoid any conflicts of interest.

To this end, the Beneficiary must comply with the rules set out in sections 2 to 7 below, subject to section 8.

In the event of failure to comply with the rules referred to above, expenditure on the operations in question is not eligible for Community financing.

The Commission will carry out ex post checks on Beneficiaries' compliance with the rules.

The provisions of this Annex apply mutatis mutandis to contracts to be concluded by the Beneficiary's partners.

2. ELIGIBILITY FOR CONTRACTS

2.1. The nationality rule

Participation in tender procedures administered by the Beneficiary is open on equal terms to all natural and legal persons of the Member States and the States and territories of regions expressly covered and/or allowed by the Financial Regulation, the basic legislation or other instruments governing the aid programme under which the grant is being financed. Tenderers must state, in the tender, the country of which they are nationals by presenting the usual proof of nationality under their national legislation.

This rule does not apply to the experts proposed by service providers taking part in tender procedures or service contracts financed by the grant.

2.2. The rule of origin

If the basic act or the other instruments applicable to the programme under which the grant is financed contain rules of origin for supplies acquired by the Beneficiary in the context of the grant, the tenderer must state the origin of supplies. For the purpose of this annex, the term "origin" is defined in articles 23 and 24 of Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code and other Community legislation governing non-preferential origin. Contractors must present proof of origin to the Beneficiary no later than when the first invoice is presented, for equipments and vehicles of a unit cost on purchase of more than € 5 000. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation.

Where the basic act or other instruments applicable to the programme under which the grant is financed do not contain rules of origin for supplies acquired by the Beneficiary in the context of the grant, the origin of those supplies is free and no certificate of origin is required.

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Exceptions to the rules on nationality and origin

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(Dr. Marco Capodaglio)

Where an agreement on widening the market for procurement of goods or services applies, the procurement contracts must also be open to nationals of other countries under the conditions laid down in that agreement.

In addition, in duly substantiated exceptional cases, the Commission may allow nationals of countries other than those referred to in section 2.1 to tender for contracts (or supplies of goods originating in such countries) on the basis of the specific conditions laid down in the basic act or other instrument governing the programme under which the grant is financed.

2.4. Grounds for exclusion from participation in procurement

Candidates or tenderers will be excluded from participation in a procurement procedure if:

- (1) 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, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (3) they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- (4) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed;
- (5) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (6) they are currently subject to an administrative penalty referred to in section 2.3.5 of the Practical Guide to contract procedures for EC external actions.

Candidates or tenderers must certify that they are not in one of the situations listed above.

2.5. Exclusion from award of contracts

Contracts may not be awarded to candidates or tenderers which, during the procurement procedure:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

3. RULES COMMON TO ALL TENDER PROCEDURES

The tender documents must be drafted in accordance with best international practice. If they do not have their own documents, Beneficiaries may use the models published on the European Commission's web site relating to external actions. The European Commission will not publish the tender documents established by the Beneficiary.

The time-limits for receipt of tenders and requests to participate must be long enough to allow interested parties a reasonable and appropriate period to prepare and submit their tenders.

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571

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All requests to participate and tenders declared as satisfying the requirements must be evaluated and ranked by an evaluation committee on the basis of the exclusion, selection and award criteria announced in advance. This committee must have an odd number of members, at least three, with all the technical and administrative capacities necessary to give an informed opinion on the tenders.

4. RULES APPLICABLE TO SERVICE CONTRACTS

4.1. Contracts of €200 000 or more

Service contracts worth EUR 200 000 or more must be awarded by means of an international restricted tender procedure following publication of a procurement notice.

The procurement notice is to be published in all appropriate media, in particular on the Beneficiary's web site, in the international press and the national press of the country in which the Action is being carried out, or in other specialist periodicals. It must state the number of candidates which will be invited to submit tenders within a range of four to eight candidates, and must be sufficient to ensure genuine competition.

All would-be service providers fulfilling the conditions referred to in section 2 may ask to participate but only candidates satisfying the published selection criteria and invited in writing by the Beneficiary may submit a tender.

4.2. Contracts under €200 000

Service contracts worth less than € 200 000 must be awarded by means of a negotiated procedure without publication, in which the Beneficiary consults at least three service providers of its choice and negotiates the terms of the contract with one or more of them.

For services of a value of € 5 000 (EDF¹)/€10 000 (Budget²) or less, the Beneficiary may place orders on the basis of a single tender.

5. RULES APPLICABLE TO SUPPLY CONTRACTS

5.1. Contracts of €150 000 or more

Supply contracts worth € 150 000 or more must be awarded by means of an international open tender procedure following publication of a procurement notice.

The procurement notice is to be published in all appropriate media, in particular on the Beneficiary's web site, in the international press and the national press of the country in which the Action is being carried out, or in other specialist periodicals.

Any would-be supplier which fulfils the conditions referred to in section 2 may submit a tender.

5.2. Contracts between €30 000 (EDF)/€60 000 (Budget) and €150 000

Such contracts are awarded by means of an open tender procedure published locally: the procurement notice is published in all appropriate media but only in the country in which the Action is being carried out.

A local open tender procedure must provide other eligible suppliers with the same opportunities as local firms.

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¹ applicable when the grant contract is financed from the European Development Fund

² applicable when the grant contract is financed from the EC General Budget

20 NOV. 2008



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IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Capodaglio)

5.3. Contracts under €30 000 (EDF)/€60 000 (Budget)

Supply contracts worth less than €30 000 (EDF)/€60 000 (Budget) must be awarded by means of a negotiated procedure without publication, in which the Beneficiary consults at least three suppliers of its choice and negotiates the terms of the contract with one or more of them.

For supplies of a value of € 5 000 (EDF)/€10 000 (Budget) or less, the Beneficiary may place orders on the basis of a single tender.

6. RULES APPLICABLE TO WORKS CONTRACTS

6.1. Contracts of €5 000 000 or more

Works contracts worth €5 000 000 or more must be awarded by means of an international open tender procedure following publication of a procurement notice.

The procurement notice is to be published in all appropriate media, in particular on the Beneficiary's web site, in the international press and the national press of the country in which the Action is being carried out, or in other specialist periodicals.

Any contractor which fulfils the conditions referred to in section 2 may submit a tender.

6.2. Contracts of between €300 000 and €5 000 000

Such contracts are awarded by means of an open tender procedure published locally: the procurement notice is published in all appropriate media but only in the country in which the Action is being carried out.

A local open tender procedure must provide other eligible contractors with the same opportunities as local firms.

6.3. Contracts under €300 000

Works contracts worth less than € 300 000 must be awarded by means of a negotiated procedure without publication, in which the Beneficiary consults at least three contractors of its choice and negotiates the terms of the contract with one or more of them.

For works of a value of €5 000 (EDF)/€10 000 (Budget) or less, the Beneficiary may place orders on the basis of a single tender.

7. USE OF THE NEGOTIATED PROCEDURE

The Beneficiary may use the negotiated procedure on the basis of a single tender in the following cases:

- (a) where, for reasons of extreme urgency brought about by events which the Beneficiary could not have foreseen and which can in no way be attributed to him, the time-limit for the procedures referred to in sections 3 to 6 cannot be kept. The circumstances invoked to justify extreme urgency must in no way be attributable to the Beneficiary.

Actions carried out in crisis situations identified by the Commission are considered to satisfy the test of extreme urgency. The Commission will inform the Beneficiary if a crisis situation exists and when it comes to an end.

- (b) where the services are entrusted to public-sector bodies or to non-profit institutions or associations and relate to activities of an institutional nature or designed to provide assistance to peoples in the social field;

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Provincia de Buenos Aires

20 NOV. 2008



- (c) where contracts extend activities already under way which are not included in the main contract but which, because of unforeseen circumstances, have become necessary to perform the contract, or which consist of the repetition of similar services entrusted to the contractor providing services under the initial contract;
- (d) for additional deliveries by the original supplier intended either as a partial replacement of normal supplies or installations or as the extension of existing supplies or installations, where a change of supplier would oblige the Beneficiary to acquire equipment having different technical characteristics which would result in either incompatibility or disproportionate technical difficulties in operation and maintenance;
- (e) for additional works not included in the initial contract concluded which have, through unforeseen circumstances, become necessary for carrying out the works;
- (f) where the tender procedure has been unsuccessful, that is where no qualitatively and/or financially worthwhile tender has been received. In such cases, after cancelling the tender procedure, the Beneficiary may negotiate with one or more tenderers of its choice, from among those that took part in the tender procedure, provided that the initial terms of the tender procedure are not substantially altered;
- (g) where the contract concerned follows a contest and must, under the rules applying, be awarded to the winner of the contest or to one of the winners of the contest, in which case, all winners shall be invited to participate in the negotiations;
- (h) where, for technical reasons, or for reasons connected with the protection of exclusive rights, the contract can be awarded only to a particular service provider;
- (i) where warranted by the nature or particular characteristics of the supplies, for example, where performance of the contract is exclusively reserved for the holders of patents or licences to use patents;
- (j) where the orders are placed with a humanitarian central buying office, recognised as such by the relevant service of the European Commission;
- (k) for the issue of the expenditure verification report and the financial guarantee where they are required under the Contract;
- (l) for contracts declared to be secret, or for contracts whose performance must be accompanied by special security measures or when the protection of the essential interests of the European Union or the beneficiary country so requires;
- (m) for contracts in respect of supplies quoted and purchased on a commodity market;
- (n) for contracts in respect of purchases on particularly advantageous terms, either from a supplier which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, an arrangement with creditors, or a similar procedure under national law.

8. SPECIAL CASES

8.1. Co-financing

Where:

- the Action is co-financed by several donors and
- one of the other donors, whose contribution to the total cost of the Action is greater than that of the Commission, imposes procurement rules on the Beneficiary that differ from those set out in sections 3 to 7,

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the Beneficiary may apply the rules imposed by the other donor. In all cases, the general principles and rules on nationality and origin set out in sections 1 and 2 still apply.

8.2. Public administrations of the Member States

Where the Beneficiary or a partner is a contracting authority and/or a contracting entity within the meaning of the Community Directives applicable to procurement procedures, it must apply the relevant provisions of those texts, in preference to the rules set out in 3 to 7. In all cases, the general principles and rules on nationality and origin set out in 2 still apply.

8.3. International Organisations

Where a partner is an international organisation, it applies its own procurement rules if they offer guarantees equivalent to internationally accepted standards. If they do not or in specific cases, the Commission and the Beneficiary agree on the use of other procurement procedures which offer such guarantees. In all cases the general principles and rules on nationality and origin set out in point 2 still apply.

8.4. Central Buying Offices

Where the Beneficiary uses a central buying office as service provider, he selects it in conformity with the procedures set out above for service contracts.

A central buying office for the purpose of point 7 (j) is a non-profit making, autonomous and professional structure, specialised in the technical and commercial management of supplies.

This central buying office applies the rules imposed on the Beneficiary. Where it is a humanitarian central buying office recognised as such by the relevant service of the European Commission (see http://ec.europa.eu/echo/partners/procurement_en.htm), it applies the rules agreed upon at the time of its approval, subject to the rules on nationality and origin set out in point 2 above.

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ANNEX V

Request for payment for grant Contract
European Community external actions

<Date of the request for payment>

For the attention of

<address of the Contracting Authority>

<Financial unit/section indicated in the Contract>¹

Reference number of the grant Contract:

Title of the grant Contract: Name and address of the Beneficiary:

Request for payment number: Period covered by the request for payment:

Dear Sir/Madam,

I hereby request < [a further] pre-financing payment/payment of the balance >² under the Contract mentioned above.

The amount requested is <as indicated in Article 4(2) of the Special Conditions of the Contract/the following: ...>.

Please find attached the following supporting documents:

- <- expenditure verification report (if required by Article 15.6 of the General Conditions of the Contract)
- financial guarantee(if required by Article 15.7 of the General Conditions of the Contract)
- technical and financial interim report (for further pre-financing payments)
- final implementation report (for payment of the balance). >

The amount covered by the expenditure verification report and claimed for deduction from the sum total of pre-financing under the contract is the following: ...

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract>

I hereby certify that the information contained in this request for payment is complete, faithful and reliable, that the costs incurred can be considered eligible in accordance with the Contract and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

< signature >



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¹ if the Contracting Authority is a service of the European Commission. Please do not forget to send a copy of this letter to the management unit and if appropriate to the Commission delegation mentioned in Article 5(1) of the Special Conditions of the Contract.

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FINANCIAL IDENTIFICATION

IL RESPONSABILE DEL SERVIZIO
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PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/ftiers_fr.htm

ACCOUNT NAME

ACCOUNT NAME(1) REGIONE EMILIA-ROMAGNA

ADDRESS VIALE ALDO MORO,52

TOWN/CITY BOLOGNA POSTCODE 40127

COUNTRY ITALIA

CONTACT BONACCURSO MARCELLO

TELEPHONE 0039 51 6395991 FAX 0039 51 6395921

E-MAIL mbonaccurso@regione.emilia-romagna.it

BANK

BANK NAME UNICREDIT BANCA S.P.A.

BRANCH ADDRESS VIA INDIPENDENZA, 11

TOWN/CITY BOLOGNA POSTCODE 40100

COUNTRY ITALIA

ACCOUNT NUMBER 000003010203

IBAN(2) IT 42 I 02008 02450 000003010203

REMARKS: IBAN: IT 42 I 02008 02450 000003010203

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BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both Obligatory)(3)

UniCredit Banca S.p.A.

DATE + SIGNATURE ACCOUNT HOLDER:
(Obligatory)

Il Responsabile del Servizio
Gestione della Spesa Regionale
Dr. Marcello Bonaccurso

DATE 16 SET. 2008

(1) The name or title under which the account has been opened and not the name of the authorized agent
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
(3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

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571

LEGAL ENTITIES

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/legal_entities_fr.htm

PUBLIC ENTITIES

TYPE OF COMPANY	ENTE DI DIRITTO PUBBLICO (ART. 5 COSTITUZIONE ITALIANA)		
NGO	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	(Non-Governmental Organisation)
NAME(S)	REGIONE EMILIA-ROMAGNA		
ABBREVIATION	RER		
OFFICIAL ADDRESS	VIALE ALDO MORO 52		
POSTCODE	40127	P.O. BOX	
TOWN/CITY	BOLOGNA		
COUNTRY	ITALIA		
VAT**	80062590379		
PLACE OF REGISTRATION			
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
REGISTRATION No			
PHONE	0039 051 283669	FAX	0039 051 283838
E-MAIL	SEGRPOLUE@REGIONE.EMILIA-ROMAGNA.IT		

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED, SIGNED AND RETURNED TOGETHER WITH:
* A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION;
* OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL AUTHORITIES
** IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT

DATE: 17 SETTEMBRE 2008

STAMP

NAME + FUNCTION OF AUTHORISED REPRESENTATIVE
DIRETTORE GENERALE
PROGRAMMAZIONE TERRITORIALE
ENRICO COCCHI

REGIONE EMILIA - ROMAGNA
DIREZIONE GENERALE
PROGRAMMAZIONE TERRITORIALE E
NEGOZIATA, INTESE, RELAZIONI EUROPEE
E INTERNAZIONALI
IL DIRETTORE GENERALE
ENRICO COCCHI

SIGNATURE

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20 NOV. 2008

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571

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(Dr. Marco Capodaglio)

ANNEX VI
INTERIM NARRATIVE REPORT

- This report must be completed and signed by the Contact person
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a typewriter or computer (you can find this form at the following address <Specify>).
- Please expand the paragraphs as necessary.
- Please refer to the Special Conditions of your grant contract and send one copy of the report to each address mentioned
- The Contracting Authority will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point 1.6

1. Description

- 1.1. Name of beneficiary of grant contract:
- 1.2. Name and title of the Contact person:
- 1.3. Name of partners in the Action:
- 1.4. Title of the Action:
- 1.5. Contract number:
- 1.6. Start date and end date of the reporting period:
- 1.7. Target country(ies) or region(s):
- 1.8. Final beneficiaries &/or target groups¹ (if different) (including numbers of women and men):
- 1.9. Country (ies) in which the activities take place (if different from 1.7):



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¹ "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose level, and "final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large.

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(Dr. Marco Capodaglio)

2. Assessment of implementation of Action activities

2.1. Activities and results

Please list all the activities in line with Annex 1 of the contract during the reporting period

Activity 1:

Title of the activity: Conference at town W with X participants for Y days on Z dates

Topics/activities covered <please elaborate>:

Reason for modification for the planned activity <please elaborate on the problems - including delay, cancellation, postponement of activities- which have arisen and how they have been addressed> (if applicable):

Results of this activity <please quantify these results, where possible; refer to the various assumptions of the Logframe>:

2.2. Please list all contracts (works, supplies, services) above 5000€ awarded for the implementation of the action during the reporting period, giving for each contract the amount, the award procedure followed and the name of the contractor

2.3. Please provide an updated action plan²

Year	Semester 1						Semester 2						Implementing body
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

3. Partners and other Co-operation

3.1. How do you assess the relationship between the formal partners of this Action (i.e. those partners which have signed a partnership statement)? Please specify for each partner organisation

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² This plan will cover the financial period between the interim report and the next report.

20 NOV. 2008

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(Dr. Marco Capodaglio)

3.2. How would you assess the relationship between your organisation and State authorities in the Action countries? How has this relationship affected the Action?

3.3. Where applicable, describe your relationship with any other organisations involved in implementing the Action:

- Associate(s) (if any)
- Sub-contractor(s) (if any)
- Final Beneficiaries and Target groups
- Other third parties involved.

3.4. Where applicable, outline any links you have developed with other actions

3.5. If your organisation has received previous EC grants in view of strengthening the same target group, in how far has this Action been able to build upon/complement the previous one(s)? (List all previous relevant EC grants).

4. Visibility

How is the visibility of the EU contribution being ensured in the Action?

The European Commission may wish to publicise the results of Actions. Do you have any objection to this report being published on EuropeAid Co-operation Office website? If so, please state your objections here.

Name of the contact person for the Action:

Signature:

Location:

Date report due:

Date report sent:



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IL RESPONSABILE DEL SERVIZIO
Dr. Mario Capodaglio

ANNEX VI - Nota Bene

The beneficiary alone is responsible for the correctness of the financial information provided in these tables.

Forecast budget and follow-up:

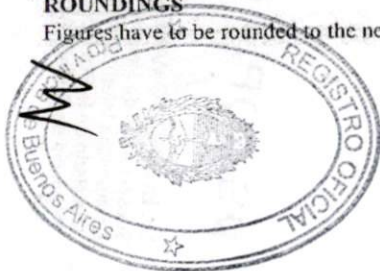
The Contracting Authority may request this forecast, for information purposes only allows the follow-up by operational and financial services.
It concerns forecasts and also allows to observe adaptation capacity in revising forecasts and their implementation.

Interim Report & Final Report

Expenses: for each currency in which the budget has been implemented during the specific reporting period (including the € where the exchange Fx rate into € will be = 1) the report will:
have a set of four columns (numbers of units, unit cost in FX, total cost in FX, total cost in €) so per each currency a set of four columns will be inserted
establish the exchange rates (local currency > €) to be used by having, for the period, the simple arithmetical average of the InforEuro exchange rate
(i.e. sum the exchange rates of the months of the reporting period and divide the sum by the number of months)
To ease the preparation of the reports, indications are provided on the relevant columns, FX= foreign currency
InforEuro is freely available at: <http://europa.eu.int/comm/budget/inforeuro/index.cfm?language=en> or <http://europa.eu.int/comm/budget/inforeuro/index.cfm?language=fr>

ROUNDINGS

Figures have to be rounded to the nearest euro cent



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€ 312.08

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Expected sources of funding

						Amount	Percentage
						EUR	of total
							%
Applicant's financial contribution							
(to be inserted if allowed by the guidelines: in kind contribution)							
Commission/EDF contribution sought in this application							
Contribution(s) from other European Institutions or EU Member States							
Name	Conditions						
Contributions from other organisations:							
Name	Conditions						
TOTAL CONTRIBUTIONS							
Direct revenue from the Action							
Interests from prefinancing							
OVERALL TOTAL							



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EC 8-12-08

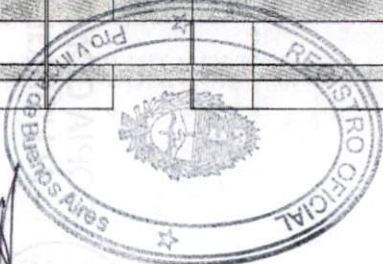
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Contract n°
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Final financial report:
period (dd/mm/yyyy-dd/mm/yyyy)

Final financial report: period (dd/mm/yyyy-dd/mm/yyyy)	Budget as per contract/rider				Reallocation and use of contingencies		Expenditures incurred							Variations in comparison with initial budget/rider				
	Deposits	Unit	# Units	Unit cost in EUR	Costs (in EUR)	Allowed reallocation	Use of contingencies	Per currency				Total for the period in EUR		Estimated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	In absolute value in EUR	In %	Explanation for all variations
								Name of currency n°1				Total cost for all currencies	Total cost of the period (in EUR)					
								Exchange rate for the period: (dd/mm/yyyy-dd/mm/yyyy)	# Units	Unit cost (in currency n°1)	Total cost (in currency n°1)							
		(a)	(b)	(c)=(b)			(d)=(c)*rate ₁	(e)=(d)/(rate ₁)	(f)=(d)/(rate ₁)	(g)=Sum (d ₁ +d ₂)	(h)=Sum (g ₁ +g ₂)	(i)	(j)=(i)-(g)					
1. Human Resources																		
1.1 Salaries (gross amounts, local staff)																		
1.1.1 Technical	Per month																	
1.1.2 Administrative/ support staff	Per month																	
1.2 Salaries (gross amounts, expatriate staff)	Per month																	
1.3 Per diems for missions/travel																		
1.3.1 Abroad (staff assigned to the Action)	Per diem																	
1.3.2 Local (staff assigned to the Action)	Per diem																	
1.3.3 Seminar/conference participants	Per diem																	
Subtotal Human Resources																		
2. Travel																		
2.1 International travel	Per flight																	
2.2 Local transportation	Per month																	
Subtotal Travel																		
3. Equipment and supplies																		
3.1 Purchase or rent of vehicles	Per vehicle																	
3.2 Furniture, computer equipment																		
3.3 Machines, tools																		
3.4 Spare parts/equipment for machines, tools																		
3.5 Other (please specify)																		
Subtotal Equipment and supplies																		
4. Local office																		
4.1 Vehicle costs	Per month																	
4.2 Office rent	Per month																	
4.3 Consumables - office supplies	Per month																	
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month																	
Subtotal Local office																		
5. Other costs, services																		
5.1 Publications																		
5.2 Studies, research																		
5.3 Auditing costs																		
5.4 Evaluation costs																		
5.5 Translation, interpreters																		
5.6 Financial services (bank guarantee costs etc.)																		
5.7 Costs of conferences/seminars																		
5.8 Visibility actions																		
Subtotal Other costs, services																		
6. Other																		
Subtotal Other																		
7. Subtotal direct eligible costs of the Action (1-6)																		
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)																		
9. Total direct eligible costs of the Action (7+8)																		
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)																		



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Forecast Budget & follow-up

Contract n°									
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)									
Previous period (dd/mm/yyyy-dd/mm/yyyy)					Following period (dd/mm/yyyy-dd/mm/yyyy)				
Forecast					Real Previous Period	Forecast			
Expenditures	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	Costs (in EUR)	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)
1. Human Resources									
1.1 Salaries (gross amounts, local staff)									
1.1.1 Technical	Per month			0		Per month			0
1.1.2 Administrative/ support staff	Per month			0		Per month			0
1.2 Salaries (gross amounts, expat/int. staff)									
1.2	Per month			0		Per month			0
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem			0		Per diem			0
1.3.2 Local (staff assigned to the Action)	Per diem			0		Per diem			0
1.3.3 Seminar/conference participants	Per diem			0		Per diem			0
Subtotal Human Resources				0	0				0
2. Travel									
2.1 International travel	Per flight			0		Per flight			0
2.2 Local transportation	Per month			0		Per month			0
Subtotal Travel				0	0				0
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle			0		Per vehicle			0
3.2 Furniture, computer equipment				0					0
3.3 Machines, tools				0					0
3.4 Spare parts/equipment for machines, tools				0					0
3.5 Other (please specify)				0					0
Subtotal Equipment and supplies				0	0				0
4. Local office									
4.1 Vehicle costs	Per month			0		Per month			0
4.2 Office rent	Per month			0		Per month			0
4.3 Consumables - office supplies	Per month			0		Per month			0
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			0		Per month			0
Subtotal Local office				0	0				0
5. Other costs, services									
5.1 Publications				0					0
5.2 Studies, research				0					0
5.3 Auditing costs				0					0
5.4 Evaluation costs				0					0
5.5 Translation, interpreters				0					0
5.6 Financial services (bank guarantee costs etc.)				0					0
5.7 Costs of conferences/seminars				0					0
5.8 Visibility actions				0					0
Subtotal Other costs, services				0	0				0
Expenditures	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	Costs (in EUR)	Unit	# Units	Unit cost (in EUR)	Costs (in EUR)
6. Other				0					0
Subtotal Other				0	0				0
7. Subtotal direct eligible costs of the Action (1+6)									
8. Provision for contingency reserve (maximum 5% of 7, subtotal direct eligible costs of the Action)									
9. Total direct eligible costs of the Action (7+8)									
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)									
11. Total eligible costs (9+10)									



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Interim financial report:
period (dd/mm/yyyy-dd/mm/yyyy)

Contract n°
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)



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Budget as per contract/rider				Reallocation and use of contingencies		Expenditures incurred							
Unit	# Units	Unit cost (in EUR)	Costs (in EUR)	allowed reallocation	use of contingencies	Per currency				Total for the period in EUR		Cumulated costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report) included (in EUR)
						Name of currency n°1			Total cost (in EUR)	Units total # for all currencies	Total cost of the period (in EUR)		
						Exchange rate of the period (dd/mm/yyyy-dd/mm/yyyy):							
						# Units	Unit cost (in currency n°1)	Total cost (in currency n°1)					
(a)	(b)	(a)*(b)	(d)	(e)	(f) = (d)*(e)	(g) = (f)*(Fy-rate)	Sum (d1+d2)	(h) = Sum (g1+g2)	(i)	(h)+(i)			
Per month													
Per month													
Per month													
Per diem													
Per diem													
Per diem													
Per flight													
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Bank interests yielded during the period:

Per currency
Amount in currency n°1
Amount in EUR

Total for the period in EUR

Cumulated costs (before current report) (in EUR)

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571



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ANNEX VII
Expenditure Verification

571

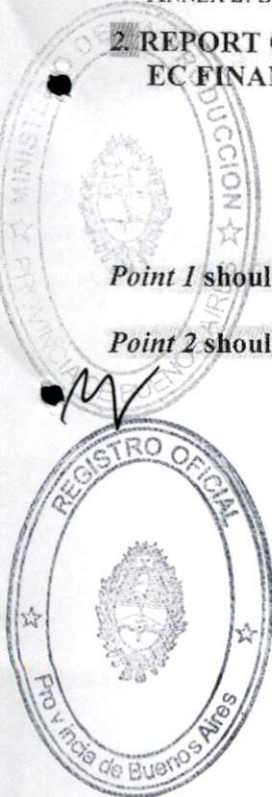
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Table of Contents

1. TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A EUROPEAN COMMUNITY FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS	2
ANNEX 1: INFORMATION ABOUT THE SUBJECT OF THE EXPENDITURE VERIFICATION	4
ANNEX 2: SCOPE OF WORK – PROCEDURES TO BE PERFORMED	5
2. REPORT OF FACTUAL FINDINGS FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS	10

Point 1 should be completed by the Beneficiary and be agreed with the Auditor

Point 2 should be provided by the Auditor



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1. Terms of Reference for an Expenditure Verification of a European Community financed Grant Contract for External Actions

The following are the terms of reference ('ToR') on which *<name of the Beneficiary>* 'the Beneficiary' agrees to engage *<name of the audit firm>* 'the Auditor' to perform an expenditure verification and to report in connection with a European Community financed grant contract for external actions concerning *<title and number of the grant contract>* (the 'Grant Contract'). Where in these ToR the 'Contracting Authority' is mentioned this refers to *<the European Commission or name of another contracting authority>* which has signed the Grant Contract with the Beneficiary and is providing the grant funding. The Contracting Authority is not a party to this engagement.

1.1 Responsibilities of the Parties to the Engagement

'The Beneficiary' refers to the organisation that is receiving the grant funding and that has signed the Grant Contract with the Contracting Authority.

- The Beneficiary is responsible for providing a Financial Report for the Action financed by the Grant Contract and for ensuring that this Financial Report can be properly reconciled to the Beneficiary's accounting and bookkeeping system and to the underlying accounts and records.
- The Beneficiary accepts that the ability of the Auditor to perform the procedures required by this engagement effectively depends upon the Beneficiary, and as the case may be his partners, providing full and free access to the Beneficiary's staff and its accounting and other relevant records.

'The Auditor' refers to the Auditor who is responsible for performing the agreed-upon procedures as specified in these ToR, and for submitting a report of factual findings to the Beneficiary.

- [Option 1: delete if not applicable] The Auditor is a member of *<specify the name of the national accounting or auditing body or institution of which the Auditor is a member>* which in turn is a member of the International Federation of Accountants (IFAC).
- [Option 2: delete if not applicable] The Auditor is a member of *<specify the name of the national accounting or auditing body or institution of which the auditor is a member>*. Although this organisation is not member of the IFAC, the Auditor commits himself to undertake this engagement in accordance with applicable IFAC standards and ethics.

1.2 Subject of the Engagement

The subject of this engagement is the *<interim or final; delete what is not applicable>* Financial Report in connection with the Grant Contract for the period covering *<dd Month yyyy to dd Month yyyy>*. The information, both financial and non-financial, which is subject to verification by the Auditor, is all information which makes it possible to verify that the expenditure claimed by the Beneficiary in the Financial Report has occurred, and is accurate and eligible. Annex 1 to these ToR contains an overview of key information about the Grant Contract and the action concerned.

1.3 Reason for the Engagement

The Beneficiary is required to submit to the Contracting Authority an expenditure verification report produced by an external auditor in support of the payment requested by the Beneficiary under Article 15 of the General Conditions of the Grant Contract. The Authorising Officer of the Commission requires this report as he makes the payment of expenditure requested by the Beneficiary conditional on the factual findings of this report.

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**1.4 Engagement Type and Objective**

This constitutes an engagement to perform specific agreed-upon procedures regarding an expenditure verification of a European Community financed grant contract for external actions. The objective of this expenditure verification is for the Auditor to verify that the expenditure claimed by the Beneficiary in the Financial Report for the action financed by the Grant Contract has occurred ('reality'), is accurate ('exact') and eligible and to submit to the Beneficiary a report of factual findings with regard to the agreed-upon procedures performed. Eligibility means that the funds provided by the grant have been spent in accordance with the terms and conditions of the Grant Contract.

As this engagement is not an assurance engagement the Auditor does not provide an audit opinion and expresses no assurance. The Contracting Authority derives its assurance by drawing its own conclusions from the factual findings reported by the Auditor on the Financial Report and the payment request of the Beneficiary relating thereto.

1.5 Scope of Work

1.5.1 The Auditor shall undertake this engagement in accordance with these ToR and:

- in accordance with the International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the IFAC;
- in compliance with the *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Contracting Authority requires that the auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*.

1.5.2 The Terms and Conditions of the Grant Contract

The Auditor verifies that the funds provided by the grant were spent in accordance with the terms and conditions of the Grant Contract as required under Article 1.2 of the Special Conditions of the Grant Contract.

1.5.3 Planning, procedures, documentation and evidence

The Auditor should plan the work so that effective expenditure verification can be performed. For this purpose he performs the procedures specified in Annex 2 of these ToR ('Scope of Work - Procedures to be performed') and he uses the evidence obtained from these procedures as the basis for the report of factual findings. The Auditor should document matters which are important in providing evidence to support the report of factual findings, and evidence that the work was carried out in accordance with ISRS 4400 and these ToR.

1.6 Reporting

The report on this expenditure verification should describe the purpose and the agreed-upon procedures of the engagement in sufficient detail in order to enable the Beneficiary and the Contracting Authority to understand the nature and extent of the procedures performed by the Auditor. Use of the reporting format attached as Annex VII of the General Conditions is compulsory.

1.7 Other Terms

[The Beneficiary and the Auditor can use this section to agree other specific terms such as Auditor's fees, out of pocket expenses and liability provisions]

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Annex 2: Scope of Work – Procedures to be performed

The Auditor designs and carries out his verification work programme in accordance with the objective and scope of this engagement and the procedures to be performed as specified below. When performing these procedures the Auditor may apply techniques such as inquiry and analysis, (re)computation, comparison, other clerical accuracy checks, observation, inspection of records and documents, inspection of assets and obtaining confirmations.

The Auditor obtains sufficient appropriate verification evidence from these procedures to be able to draw up a report of factual findings. For this purpose the Auditor can refer to the guidance provided by International Standard on Auditing 500 "Audit Evidence" and in particular by the paragraphs relating to 'sufficient appropriate audit evidence'. The Auditor exercises professional judgment as to what is sufficient appropriate verification evidence where he believes that the guidance provided by ISA 500, the terms and conditions of the Grant Contract and the ToR for this engagement are not sufficient.

The General Conditions of the Grant Contract ('General Conditions') and notably Article 16.3 thereof provide an indicative list of the types and nature of evidence that the Auditor may often find in expenditure verifications. This may vary depending on the nature of the expenditure and the practices in the country concerned.

1 Obtaining a sufficient Understanding of the Action and of the Terms and Conditions of the Grant Contract

The Auditor obtains a sufficient understanding of the terms and conditions of the Grant Contract by reviewing the Grant Contract and its annexes and other relevant information, and by inquiry of the Beneficiary. The Auditor ensures that he obtains a copy of the original Grant Contract (signed by the Beneficiary and the Contracting Authority) with its annexes. The Auditor obtains and reviews copies of the < interim/final > Narrative Report (Annex VI of the Grant Contract).

The Auditor pays particular attention to Annex I of the Grant Contract, which contains the Description of the Action, Annex II (General Conditions) and Annex IV, which provides rules for procurement (including nationality and origin rules) by grant beneficiaries in the context of EC external actions. Failure to comply with these rules makes expenditure ineligible for Community financing. These procurement rules apply to all grant contracts but depending on the legal basis for the grant contract (for example TACIS, ALA and Food Aid) nationality and origin rules may vary. The Auditor should ensure with the Beneficiary that the applicable nationality and origin rules are identified and understood. Applicable rules of nationality and origin are set out, for each legal basis, in Annex A2 to the Practical Guide¹ to contract procedures for external actions of the European Communities. If the Auditor finds that the terms and conditions to be verified are not sufficiently clear he should request clarification from the Beneficiary.

2 Procedures to verify the Eligibility of Expenditure Claimed by the Beneficiary in the Financial Report for the Action

2.1 General Procedures

2.1.1 The Auditor verifies that the Financial Report complies with the conditions of the Grant Contract notably with Article 2 of the General Conditions (including format and language).

2.1.2 The Auditor examines whether the Beneficiary has complied with the rules for accounting and record keeping of the Grant Contract notably with Article 16 of the General Conditions. The purpose of this is:

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¹ See http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm



- To assess whether an efficient and effective expenditure verification of the Financial Report is feasible; and
- To report important exceptions and weaknesses with regard to accounting, record keeping and documentation requirements so that the Beneficiary can undertake follow-up measures for correction and improvement for the remaining implementation period of the Action.

2.1.3 The Auditor reconciles the information in the Financial Report to the Beneficiary's accounting system and records (e.g. trial balance, general ledger accounts, sub ledgers etc.).

2.1.4 The Auditor verifies that the correct exchange rates have been applied for currency conversions where applicable and in accordance with the conditions of the Grant Contract notably Article 15.9 of the General Conditions.

2.2 Conformity of Expenditure with the Budget and Analytical Review

The Auditor carries out an analytical review of the expenditure headings in the Financial Report and:

- verifies that the budget in the Financial Report corresponds with the Budget of the Grant Contract (authenticity and authorisation of the initial Budget) and that the expenditure incurred was foreseen in the budget of the Grant Contract.
- verifies that the total amount claimed for payment by the Beneficiary does not exceed the maximum grant laid down in Article 3.2 of the Special Conditions of the Grant Contract.
- verifies that any amendments to the Budget of the Grant Contract comply with the conditions for such amendments (including where applicable the requirement for an addendum to the Grant Contract) as set out in Article 9 of the General Conditions.
- verifies that the conditions for profit in Article 17.3 of the General Conditions were respected.

2.3 Selecting Expenditure for Verification

2.3.1 Expenditure Headings, Subheadings and Items

The expenditure claimed by the Beneficiary in the Financial Report is presented under the following expenditure headings: *1 Human Resources, 2 Travel, 3 Equipment and Supplies, 4 Local office, 5 Other costs, services, 6 Other, 8 Administrative costs and 10 Contingencies*. Expenditure headings can be broken down into expenditure subheadings such as for example *1.1 Salaries*.

Expenditure subheadings can in principle be broken down into individual expenditure items or classes of expenditure items with the same or similar characteristics. The form and nature of the supporting evidence (e.g. a payment, a contract, an invoice etc) and the way expenditure is recorded (i.e. journal entries) vary with the type and nature of the expenditure and the underlying actions or transactions. However, in all cases expenditure items reflect the accounting (or financial) value of underlying actions or transactions no matter the type and nature of the action or transaction concerned.

2.3.2 Selecting Expenditure Items

Value should be the primary factor used by the Auditor to select expenditure items or classes of expenditure items for verification. The Auditor selects high value expenditure items to ensure an appropriate coverage of expenditure.

Moreover, the Auditor uses his judgment to select specific expenditure items or classes of expenditure items. The Auditor may use factors such as his knowledge of the action and the characteristics of the expenditure categories, classes and items being verified such as for example expenditure items that are unusual or inherently risky or error prone.

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2.4 Verification of Expenditure

The Auditor verifies the expenditure and reports all the exceptions resulting from this verification. Verification exceptions are all verification deviations found when performing the procedures set out in this Annex. In all cases the Auditor assesses the (estimated) financial impact of exceptions in terms of ineligible expenditure. For example: if the Auditor finds an exception with regard to procurement rules he assesses to which extent this exception has led to ineligible expenditure. The Auditor reports all exceptions found including the ones of which he cannot measure the financial impact. Having selected the expenditure items the Auditor verifies them by testing for the criteria set out below.

2.4.1 Eligibility of Direct Costs

The Auditor verifies the eligibility of direct costs with the terms and conditions of the Grant Contract notably Article 14 of the General Conditions. He verifies that these costs:

- are necessary for carrying out the action. In other words the Auditor verifies that expenditure for a transaction or action has been incurred for the intended purpose of the action and that it has been necessary for the activities and objectives of the action. The Auditor further verifies that the direct costs are provided for in the Grant Contract Budget and comply with the principles of sound financial management, in particular value for money and cost effectiveness;
- have actually been incurred by the Beneficiary or his partners during the implementation period of the Action as defined in Article 14.1 of the General Conditions;
- are recorded in the accounts of the Beneficiary and are identifiable, verifiable and substantiated by originals of supporting evidence.

The Auditor also considers non-eligible costs as described in Article 14.6 of the General Conditions. In this respect the Auditor verifies in particular whether expenditure includes certain taxes, including VAT. If this is the case the Auditor verifies whether the Beneficiary (or, where applicable the partners) cannot reclaim these taxes and whether the applicable regulations, rules and practices in the country concerned allow the coverage of these taxes in the expenditure.

2.4.2 Accuracy and Recording

The Auditor verifies that expenditure for a transaction or action has been accurately and properly recorded in the Beneficiary's accounting system and the Financial Report and that it is supported by appropriate evidence and supporting documents. This includes proper valuation and the use of correct exchange rates.

2.4.3 Classification

The Auditor verifies that expenditure for a transaction or action has been classified under the correct heading and subheading of the Financial Report.

2.4.4 Reality (occurrence / existence)

The Auditor exercises professional judgment to obtain sufficient appropriate verification evidence as to whether the expenditure has occurred (reality and quality of the expenditure) and - where applicable - assets exist. The Auditor verifies the reality and quality of the expenditure for a transaction or action by examining proof of work done, goods received or services rendered on a timely basis, at acceptable and agreed quality and at reasonable prices or costs.

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The Auditor examines which procurement, nationality and origin rules apply for a certain expenditure heading, subheading, a class of expenditure items or an expenditure item. The Auditor verifies whether the Beneficiary has complied with such rules and whether the expenditure concerned is eligible. Where the Auditor finds issues of non-compliance with procurement rules, he reports the nature of such events as well as their financial impact in terms of ineligible expenditure.

2.4.6 Administrative (indirect) costs

The Auditor verifies that the administrative (indirect) costs (heading 8 of the Financial Report) do not exceed a maximum of 7% of the total direct eligible costs of the action (Article 14.3 of the General Conditions).

2.4.7 Contingencies

The Auditor verifies that contingencies (heading 10 of the Financial Report) do not exceed 5% of the total eligible costs (direct and indirect) of the Action (Article 14.4 of the General Conditions).

2.5 Verification Coverage of Expenditure

The Auditor applies the principles and criteria set out below when planning and performing the procedures for expenditure verification of Sections 2.3 and 2.4 above. This allows the Auditor to rationalise his verification work.

Verification by the Auditor and verification coverage of expenditure items does not necessarily mean a complete and exhaustive verification of all the expenditure items that are included in a specific expenditure heading or subheading. The Auditor should ensure a systematic and representative verification but depending on certain conditions (see further below) the Auditor may obtain satisfactory verification results for an expenditure heading or subheading by looking at a limited number of selected expenditure items.

The Auditor may apply statistical sampling techniques for the verification of one or more expenditure headings or subheadings of the Financial Report. For this purpose the Auditor examines whether the 'populations' (i.e. expenditure subheading or classes of expenditure items within an expenditure subheading) are suitable and sufficiently large (i.e. they should be made up of a large amount of items) for effective statistical sampling. This enables the Auditor to obtain and evaluate verification evidence to form a conclusion on the total of the population from which the sample is drawn. The Auditor may refer to IFAC International Standard on Auditing 530 'Audit sampling and other selective testing procedures' for guidance.

2.5.1 Expenditure Coverage Ratio ('ECR')

The Expenditure Coverage Ratio ('ECR') represents the total amount of expenditure verified by the Auditor expressed as a percentage of the total amount of expenditure reported by the Beneficiary in the Financial Report and claimed by the Beneficiary for deduction from the total sum of pre-financing under the Grant Contract. This amount is reported in Annex V of the Grant Contract. The Auditor ensures that the overall ECR is at least 65%. The Auditor selects expenditure items (see Section 2.3.2). If he finds an exception rate of less than 10% of the total amount of expenditure verified (i.e. 6,5 %) the Auditor finalises verification procedures and continues with reporting. If the exception rate found is higher than 10% the Auditor extends verification procedures until the ECR is at least 85%. The Auditor then finalises verification procedures and continues with reporting regardless of the total exception rate found.

The Auditor ensures that the ECR for each expenditure heading and subheading in the Financial Report is at least 10%.

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2.6 Verification of Revenues of the Action

The Auditor verifies that revenues (including inter alia grants and funding received from other donors and revenue generated by the Beneficiary in the context of the action) have been appropriately allocated to the action subject of the Grant Contract and correctly disclosed in the Financial Report. As this engagement is not an audit the Auditor is not requested to assess the completeness of revenues.



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2. Report of Factual Findings for an Expenditure Verification of an EC financed Grant Contract for External Actions

To be printed on letterhead paper of the Auditor

<Name of contact person(s)>, <Position>

<Beneficiary's name>

<Address>

<dd Month yyyy>

Dear <Name of contact person(s)>

In accordance with our contract dated <dd Month yyyy> with <name of the Beneficiary> "the Beneficiary" and the terms of reference attached thereto (Annex 1 of this report), we provide our Report of Factual Findings ("the Report"), with respect to the accompanying Financial Report you provided for the period covering <dd Month yyyy - dd Month yyyy> (Annex 2 of the Report). You requested certain procedures to be carried out in connection with the Grant Contract concerning [title and number of the contract], the 'Grant Contract'. The Report consists of this letter and the Report details set out in Chapters 1 and 2.

Objective

Our engagement was an engagement to perform agreed-upon procedures regarding the expenditure verification of the grant contract between you and <the European Commission or the name of another contracting authority> the 'Contracting Authority'. It involved performing certain specified procedures, the results of which the Contracting Authority uses to draw conclusions from the procedures performed by us.

The objective of this expenditure verification is for the Auditor to verify that the expenditure claimed by the Beneficiary in the Financial Report for the action financed by the Grant Contract has occurred ('reality'), is accurate ('exact') and eligible and to submit to the Beneficiary the Report with regard to the agreed-upon procedures performed. Eligibility means that the funds provided by the grant were spent in accordance with the terms and conditions of the Grant Contract.

Scope of Work

Our engagement was undertaken in accordance with:

- the terms of reference in Annex 1 to this Report and:
- International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants ('IFAC');
- the *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Contracting Authority requires that the auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

As requested, we have only performed the procedures set out in the terms of reference for this engagement and we have reported our factual findings on those procedures in Chapter 3 of this Report.

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The scope of these agreed upon procedures has been determined solely by the Contracting Authority and the procedures were performed solely to assist the Contracting Authority in evaluating whether the expenditure claimed by the Beneficiary in the accompanying Financial Report has occurred ('reality'), is accurate ('exact') and eligible.

Because the procedures performed by us did not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, we do not express any assurance on the accompanying Financial Report.

Had we performed additional procedures or had we performed an audit or review of the financial statements of the Beneficiary in accordance with International Standards on Auditing, other matters might have come to our attention that would have been reported to you.

Sources of Information

The Report sets out information provided to us by the management of the Beneficiary in response to specific questions or as obtained and extracted from the Beneficiary's information and accounting systems. In addition we received verbal representations from the Beneficiary's management which we did not obtain in writing [delete if received in written form.]

Factual Findings

The total expenditure which is the subject of this expenditure verification amounts to <xxxxxx> €.

The Expenditure Coverage Ratio is <xx%>. This ratio represents the total amount of expenditure verified by us expressed as a percentage of the total expenditure which has been subject of this expenditure verification. The latter amount is equal to the total amount of expenditure reported by the Beneficiary in the Financial Report (Annex 2) and claimed by the Beneficiary for deduction from the total sum of prefinancing under the Grant Contract as per the beneficiary's Request for Payment of <dd Month yyyy>.

Based on the agreed-upon procedures that we performed we found that expenditure amounting to <xxxx> € is not eligible. The details of our factual findings including a summary table of the expenditure that is not eligible are presented in Chapter 2 of this Report.

Use of this Report

This Report is solely for the purpose set forth in the above objective.

This report is prepared solely for the confidential use of the Beneficiary and the Contracting Authority and solely for the purpose of submission to the Contracting Authority in connection with the requirements as set out in Article 15 of the General Conditions of the Grant Contract. This report may not be relied upon by the Beneficiary or by the Contracting Authority for any other purpose, nor may it be distributed to any other parties. The Contracting Authority may only disclose this Report to others who have regulatory rights of access to it in particular the European Commission [*Delete if the Commission is the Contracting Authority*], the European Anti Fraud Office and the European Court of Auditors.

This Report relates only to the Financial Report specified above and does not extend to any financial statements of the Beneficiary.

We look forward to discussing our Report with you and would be pleased to provide any further information or assistance which may be required.

Yours sincerely

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157



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<dd Month yyyy>

<Name of the Auditor>

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Report Details

Chapter 1 Information about the Grant Contract and the Action

[Chapter 1 should include a description of the Action concerned and the Grant Contract, the beneficiary/ implementing structure and key financial/budget information. The Auditor should also present here the table with 'Information about the subject of the Expenditure Verification' as attached by the Beneficiary to the ToR. The information in this table should be verified by the Auditor]

Chapter 2 Procedures Performed and Factual Findings

We have performed the procedures as agreed upon in the terms of reference for an expenditure verification of the Grant Contract concerning < title and number of the action/contract > (see Annex 1). The factual findings of these procedures are set out under the headings below.

[Describe the results of procedures performed. Use supporting schedules as Appendices to the Report, if applicable.]

[Insert (if any): Details of exceptions:.....]

- 1 Obtaining a sufficient Understanding of the Action and of the terms and conditions of the Grant Contract
- 2 Procedures to verify the Eligibility of Expenditure claimed by the Beneficiary in the Financial Report for the Action

2.1 General Procedures

2.2 Conformity of Expenditure with the Budget and Analytical Review

2.3 Selecting Expenditure for Verification

2.4 Verification of Expenditure

- 2.4.1 Eligibility of Direct Costs
- 2.4.2 Accuracy and recording
- 2.4.3. Classification
- 2.4.4 Reality (Occurrence / existence)
- 2.4.5 Compliance with procurement, nationality and origin rules
- 2.4.6 Administrative (indirect) costs
- 2.4.7 Contingencies

2.5 Verification Coverage of Expenditure

- 2.5.1 Expenditure Coverage Ratio ('ECR').
- 2.5.2 Sufficient spread of the ECR over expenditure categories.

2.6 Verification of Revenues of the Action

Annex 1 Terms of Reference

Annex 2 Financial Report as provided by the Beneficiary

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50

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ANNEX VIII



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Contracting Authority: European Commission

URB-AL III

Grant Application Form

Budget line 1909.01

Reference: EuropeAid/126818/C/ACT/RAL

Deadline for submission: 16 June 2008

Name of applicant:		
Title of the action:		
Location(s) of the action:	<specify country(ies), region(s), area(s) or town(s) that will benefit from the Action>	
Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
EUR	EUR	%
Total duration of the action:	<months>	



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Dossier No	
(for official use only)	

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Contact details for the purpose of this action:	
Postal address:	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action :	
Contact person's email address :	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

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PART A. CONCEPT NOTE 4

I. GUIDANCE FOR THE DRAFTING OF THE CONCEPT NOTE..... 4

PART B. FULL APPLICATION FORM..... 5

I. THE ACTION..... 5

1. DESCRIPTION.....	5
1.1. Title.....	5
1.2. Location(s).....	5
1.3. Cost of the action and amount requested from the Contracting Authority.....	5
1.4. Summary (max 1 page).....	5
1.5. Objectives (max 1 page).....	6
1.6. Relevance of the action (max 3 pages).....	6
1.7. Description of the action and its effectiveness (max 14 pages).....	6
1.8. Methodology (max 4 pages).....	7
1.9. Duration and indicative action plan for implementing the action.....	7
1.10. Sustainability (max 3 pages).....	8
1.11. Logical framework.....	9
2. BUDGET FOR THE ACTION.....	9
3. EXPECTED SOURCES OF FUNDING.....	9
4. EXPERIENCE OF SIMILAR ACTIONS.....	10

II. THE APPLICANT..... 11

1. IDENTITY.....	11
2. PROFILE.....	12
2.1. Category.....	12
2.2. Sector(s).....	13
2.3. Target group(s).....	14
3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS.....	15
3.1. Experience by Sector (for each sector selected in 2.2.).....	15
3.2. Experience by Geographical area (country or region).....	16
3.3. Resources.....	17
4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION.....	19

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION 20

1. DESCRIPTION OF THE PARTNERS.....	20
2. PARTNERSHIP STATEMENT.....	21

IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION..... 23

V. CHECKLIST..... 24

VI. DECLARATION BY THE APPLICANT 26

VII. ASSESSMENT GRID..... 27



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PART A. CONCEPT NOTE

I. GUIDANCE FOR THE DRAFTING OF THE CONCEPT NOTE

There is no specific template for the Concept Note but the applicant has to ensure that the text of his concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below and in the Application Form. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). The applicant may provide any additional information that he may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - past activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the Action

- ☐ Provide a general presentation and analysis of the problems and their interrelation at all levels.
- ☐ Identify clearly specific problems to be addressed by the action.
- ☐ Include a brief description of the target groups and final beneficiaries.
- ☐ Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular.
- ☐ Demonstrate the relevance of the proposal to the priorities and requirements presented in the Guidelines.

2. Description of the action and its effectiveness

- ☐ Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:
- ☐ a description of the overall objective of the action, outputs and expected results;
- ☐ a description of the proposed activities and their effectiveness;
- ☐ involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- ☐ other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.

3. Sustainability of the action

- ☐ Provide an initial risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by a relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
- ☐ Give the main preconditions and assumptions during and after the implementation phase.
- ☐ Explain how sustainability will be secured after completion of the action. This can include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

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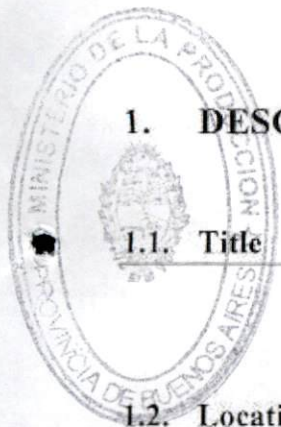
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PART B. FULL APPLICATION FORM

I. THE ACTION

571

To be submitted by all applicants



1. DESCRIPTION

1.1. Title

1.2. Location(s)

Country(ies), region(s), town(s)

1.3. Cost of the action and amount requested from the Contracting Authority

Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
EUR	EUR	%

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

1.4. Summary (max 1 page)

Total duration of the action	<... months>
Objectives of the action	<Overall objective(s)> <Specific objective>
Partner(s)	
Target group(s) ¹	
Final beneficiaries ²	

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¹ "Target groups" are the groups/entities who will be directly positively affected by the project at the Project Purpose level - See paragraph 2.3 in Section II for the list.

² "Final beneficiaries" are those who will benefit from the project in the long term at the level of the society or sector at large

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Estimated results	
Main activities	

Where applicable, clearly indicate the sector³, theme, or geographical area specified in the call for proposals to which the proposed action would apply:

1.5. Objectives (max 1 page)

Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

1.6. Relevance of the action (max 3 pages)

Please provide the following information:

- ☐ Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.
- ☐ Provide a detailed description of the target groups and final beneficiaries and estimated number.
- ☐ Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.
- ☐ Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.
- ☐ Demonstrate the relevance of the action to the priorities and requirements presented in the Call Guidelines.

1.7. Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- ☐ Overall Objective and the Purpose of the Action (max 1 page). Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.
- ☐ Outputs and expected results (max 4 pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects)
- ☐ The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.

Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action (start-to-finish, finish-to-finish, start-to-start, etc.)

³ See paragraph 2.2 in Section II for the list of Sectors



1.8. Methodology (max 4 pages)

571

Describe in detail:

- ☐ the methods of implementation and reasons for the proposed methodology;
- ☐ where the action is the prolongation of a previous action or project, how the action is intended to build on the results of this previous action;
- ☐ where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Please specify the potential synergies with other initiatives, in particular from the EC;
- ☐ the procedures for follow up and internal/external evaluation;
- ☐ the role and participation in the action of the various actors and stakeholders (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;
- ☐ the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);
- ☐ the main means proposed for the implementation of the action (equipment, tools...) and for carrying out the proposed activities;
- ☐ the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- ☐ the attitudes of all stakeholders towards the action in general and the activities in particular;
- ☐ any anticipated synergies with , or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.

1.9. Duration and indicative action plan for implementing the action

The duration of the action will be <X> months.

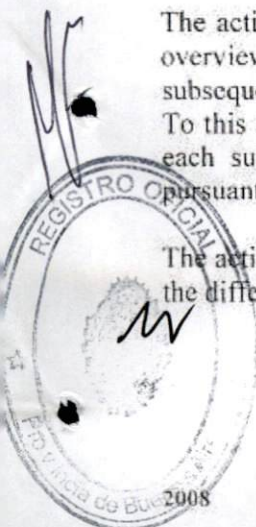
The indicative action plan may not prejudice a specific start up implementation date. To this end, it may not make reference to specific dates or months, and therefore simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in this section. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.



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The action plan will be drawn up using the following format:

Year 1													
Activity	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

For the following years:										
Activity	Semester 3	4	5	6	7	8	9	10	Implementing body	
Example	example								example	
Execution Activity 1 (title)									Local partner 1	
Execution Activity 2 (title)									Local partner 2	
Preparation Activity 3 (title)									Local partner 1	
Etc.										

1.10. Sustainability (max 3 pages)

- ☐ Provide a detailed risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
- ☐ Describe the main preconditions and assumptions during and after the implementation phase.
- ☐ Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

In so doing, please make a distinction between the following 3 dimensions of sustainability:

- ☐ Financial sustainability (financing will follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.);
- ☐ Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);
- ☐ Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.)

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1.11. Logical framework

Please fill in Annex C⁴ to the Guidelines for applicants.

571

2. BUDGET FOR THE ACTION

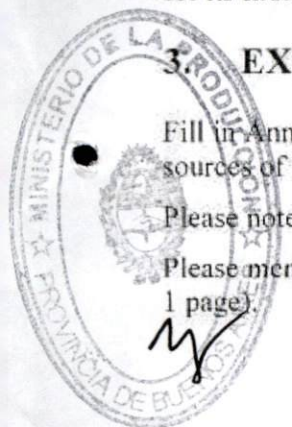
Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

3. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are two different sheets to be completed

Please mention here below the contributions in-kind to be provided (please specify), if any (maximum 1 page).



Explanations can be found at the following address:
http://ec.europa.eu/europeaid/reports/index_en.pdf

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4. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which you are requesting a grant.

Reference no:	Project title:		Sector (see section 2.2 of section II):			
Name of organisation	Location of the action	Cost of the action (EUR)	lead manager or partner	Donors to the action (name) ⁵	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Object and results of the action						
...						

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⁵ If the Donor is the EU Commission or an EU Member States, please specify the EC budget line, EDF or EU Member State.



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II. THE APPLICANT

571

EuropeAid ID number ⁶	
Name of the organisation:	

Applicants that are registered in PADOR do not need to fill in the rest of this section.

1. IDENTITY

Legal Entity File number ⁷	
Abbreviation :	
Registration Number (or equivalent)	
Date of Registration	
Official address of Registration	
Country of Registration ⁸ / Nationality ⁹	
E-mail address of the Organisation	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Website of the Organisation	

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⁶ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

⁸ If the applicant has already signed a contract with the European Commission
⁸ For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

⁹ For individuals. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

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11



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2. PROFILE

Legal status	
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Value based ¹⁰	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> No, independent

2.1. Category

Category ¹¹	Public	Private
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation	<input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation <input type="checkbox"/> Other Non State Actor

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¹⁰ Please choose only one set of values.

¹¹ Please specify 1) the Sector to which your organisation belongs, as defined in its statutes (or equivalent document): Public (established and/or funded by a public body) OR Private (established and/or funded by a private entity); 2) in the appropriate column, the Category to which your organisation belongs (ONE CHOICE ONLY).

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2.2. Sector(s) 12

571

- ☐ 112 Basic education
- ☐ 113 Secondary education
- ☐ 114 Post-secondary education
- ☐ 121 Health, general
- ☐ 12240 Basic Nutrition
- ☐ 12250 Infectious Disease Control
- ☐ 12261 Health Education
- ☐ 12281 Health Personnel Development
- ☐ 13020 Reproductive Health Care
- ☐ 13040 STD control including HIV/AIDS
- ☐ 14. WATER SUPPLY AND SANITATION
- ☐ 15130 Legal and judicial development
- ☐ 15140 Government administration
- ☐ 15150 Strengthening civil society
- ☐ 15161 Elections
- ☐ 15162 Human Rights
- ☐ 15210 Security system management and reform
- ☐ 15220 Civilian peace-building, conflict prevention and resolution
- ☐ 15230 Post-conflict peace-building (UN)
- ☐ 15240 Reintegration and SALW control
- ☐ 15250 Land mine clearance
- ☐ 15261 Child soldiers (prevention and demobilisation)
- ☐ 16064 Social mitigation of HIV/AIDS
- ☐ 21 TRANSPORT AND STORAGE
- ☐ 220 Communications
- ☐ 22030 Radio/Television/Print Media
- ☐ 22040 Information and communication technology (ICT)
- ☐ 23 ENERGY
- ☐ 24 BANKING AND FINANCIAL SERVICES
- ☐ 25 BUSINESS AND OTHER SERVICES
- ☐ 311 Agriculture
- ☐ 312 Forestry
- ☐ 313 Fishing
- ☐ 321 Industry
- ☐ 322 Mineral resources and mining
- ☐ 323 Construction
- ☐ 331 Trade policy and regulation
- ☐ 332 Tourism
- ☐ 41 GENERAL ENVIRONMENTAL PROTECTION
- ☐ 42010 Women in development
- ☐ 52 DEVELOPMENTAL FOOD AID/FOOD SECURITY
- ☐ 600 ACTION RELATING TO DEBT
- ☐ 7 HUMANITARIAN AID
- ☐ 72030 Aid To Refugees (In Recipient Country)
- ☐ 730 Reconstruction relief
- ☐ 740 Disaster prevention and preparedness
- ☐ 92010 Support to national NGOs
- ☐ 92020 Support to international NGOs
- ☐ 92030 Support to local and regional NGOs
- ☐ 99820 Promotion of Development Awareness

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Please tick the box for each sector your organisation has been active in. The sectors starting with a reference come from the DAC list set up by the OECD.

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13

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2.3. Target group(s)

- ☐ All
- ☐ Child soldiers
- ☐ Children (less than 18 years old)
- ☐ Community Based Organisation(s)
- ☐ Consumers
- ☐ Disabled
- ☐ Drug consumers
- ☐ Educational organisations (school, universities)
- ☐ Elderly people
- ☐ Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
- ☐ Indigenous peoples
- ☐ Local authorities
- ☐ Migrants
- ☐ Non Governmental Organisations
- ☐ Prisoners
- ☐ Professional category
- ☐ Refugees and displaced
- ☐ Research organisations/Researchers
- ☐ SME/SMI
- ☐ Students
- ☐ Urban slum dwellers
- ☐ Victims of conflicts/catastrophies
- ☐ Women
- ☐ Young people
- ☐ Other (please specify):

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3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

571

3.1. Experience by Sector (for each sector selected in 2.2.)

Sector	Year(s) of Experience	Experience in the last 3 years	Number of Projects	Estimated Amount (in thousand Euros)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown



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3.2 Experience by Geographical area (country or region)

By Geographical area (country or region)	Year(s) of Experience	Number of Projects	Estimated Amount (in thousand Euro)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown

Cross-reference of experience by Sector and by Geographical area:

Sector(s) (as selected in 2.2)	Geographical area(s) (country or region, as identified previously)

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571

3.3. Resources

3.3.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N						
N-1						
N-2						

3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Third Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify):		N/A
N	Total	100%	N/A

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Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N-1	<input type="checkbox"/> EU Commission		N/A
N-1	<input type="checkbox"/> Member States Public Bodies		N/A
N-1	<input type="checkbox"/> Third Countries Public Bodies		N/A
N-1	<input type="checkbox"/> United Nations		N/A
N-1	<input type="checkbox"/> Other International Organisation(s)		N/A
N-1	<input type="checkbox"/> Private Sector		N/A
N-1	<input type="checkbox"/> Member's fees		
N-1	<input type="checkbox"/> Other (please specify):		N/A
N-1	Total	100%	N/A
N-2	<input type="checkbox"/> EU Commission		N/A
N-2	<input type="checkbox"/> Member States Public Bodies		N/A
N-2	<input type="checkbox"/> Third Countries Public Bodies		N/A
N-2	<input type="checkbox"/> United Nations		N/A
N-2	<input type="checkbox"/> Other International Organisation(s)		N/A
N-2	<input type="checkbox"/> Private Sector		N/A
N-2	<input type="checkbox"/> Member's fees		
N-2	<input type="checkbox"/> Other (please specify):		N/A
N-2	Total	100%	N/A

Furthermore, where the grant requested exceeds EUR 500 000 (EUR 100 000 for an operating grant), please provide the references of the external audit report established by an approved auditor for the last financial year available. This obligation does not apply to international organisations nor to public bodies.

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N-1		From dd/mm/yyyy to dd/mm/yyyy
N-2		From dd/mm/yyyy to dd/mm/yyyy

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3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):

571

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Local staff: recruited and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

Name	Profession	Function	Country of Nationality	On the board since
Mr				



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III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
EuropeAid ID number: ¹³	
Full legal name	

Partners that are registered in PADOR do not need to fill in the rest of this section which is marked in grey.

Date of Registration	
Legal status ¹⁴	
Official address of Registration ¹⁵	
Country of Registration ¹⁶ / Nationality ¹⁷	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	

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¹³ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

¹⁴ E.g. non profit making, governmental body, international organisation

¹⁵ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

¹⁶ For organisations

¹⁷ For individuals

2008-12-08

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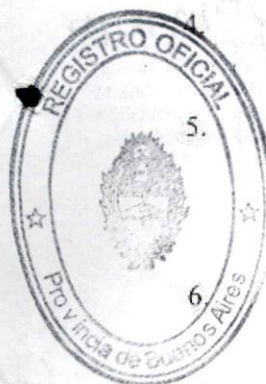
Other relevant resources	571
Experience of similar actions, in relation to the role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

2. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Commission (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.



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21

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I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	



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IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name	
EuropeAid ID number: ¹⁸	
Country of Registration	
Legal status: ¹⁹	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

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¹⁸ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

¹⁹ E.g. non profit making, governmental body, international organisation

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V. CHECKLIST

REFERENCE: EUROPEAID/126818/C/ACT/RAL - URB-AL III - BUDGET LINE 1909.01

ADMINISTRATIVE DATA	To be filled in by the applicant
Name of the Applicant	
EuropeAid ID number	
Nationality ²⁰ /Country ²¹ and date of registration	
Legal Entity File number ²²	
Legal status ²³	
Partner 1	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
Partner 2	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
NB: Add as many rows as partners	



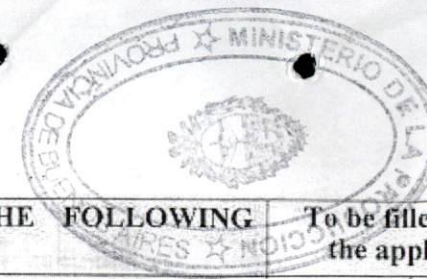
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- ²⁰ For individuals
²¹ For organisations
²² If the applicant has already signed a contract with the European Commission
²³ E.g. non profit making, governmental body, international organisation...



BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :		To be filled in by the applicant	
Title of the Proposal:		Yes	No
1. The concept note has been completed and is attached to the proposal			
2. The correct grant application form, published for this call for proposals, has been used			
3. The proposal is typed and is in English, French, Portuguese or in Spanish.			
4. One original and three copies are included			
5. Five electronic version of the proposal (CD-Rom) are enclosed			
6. Each partner has completed and signed a partnership statement and the statements are included			
7. The budget is presented in the format requested, is expressed Euros and is enclosed			
8. The logical framework has been completed and is enclosed			
9. The duration of the action is:			
9.a. Equal to or lower than 48 months (the maximum allowed) for Lot 1			
9.b. Equal to 48 months for Lot 2			
10. The duration of the action is:			
10.a. Equal to or higher than 36 months (the minimum allowed) for Lot 1			
10.b. Equal to 48 months for Lot 2			
11. The requested contribution is:			
11.a. Equal to or higher than 1.5 MILLION EURO (the minimum allowed) for Lot 1			
11.b. Equal to or lower than 6 MILLION EURO for Lot 2			
12. The requested contribution is:			
12.a. Equal to or lower than 3 MILLION EURO (the maximum allowed) for Lot 1			
12.b. Equal to or lower than 6 MILLION EURO for Lot 2			
13. The requested contribution is equal to or higher than 50% of the total eligible costs (minimum percentage required)			
14. The requested contribution is equal to or lower than 80% of the total eligible costs (maximum percentage allowed)			
15. The Declaration by the applicant has been filled in and has been signed			



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20 NOV. 2008



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VI. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, including every partner, hereby declares that

- ☐ the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- ☐ the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
- ☐ the applicant is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;
- ☐ the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm). Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;
- ☐ if selected, the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;
- ☐ the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- ☐ if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);
- ☐ the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the current year:

- list only actions in the same field as this proposal.

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

2008

12.08

File

20 NOV. 2008
B.T. Papadopoulos

COPIA FIEL

Dr. BRUNO TOMASELLI
Subsecretario de Relaciones
Económicas Internacionales
Ministerio de la Producción
Provincia de Buenos Aires



COPIA CONFORME
ALL'ORIGINALE

VII. ASSESSMENT GRID
(to be used by the Contracting Authority)

IL RESPONSABILE DEL SERVIZIO
(Dr. Marco Cappadoglio)

571

	YES	NO
STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK		
1. The Deadline has been respected		
2. The Application form satisfied all the criteria mentioned in the Checklist (Section V of Part B of the Grant application form).		
The administrative verification has been conducted by: Date:		
DECISION 1: The Committee has recommended the Concept Note for Evaluation after having passed the Administrative check.		
STEP 2: EVALUATION OF THE CONCEPT NOTE		
DECISION 2: The Committee has approved the Concept Note and decided to proceed with the evaluation of the full proposal after having pre-selected the best Concept Notes.		
The evaluation of the Concept Note has been conducted by: Date:		
STEP 3: EVALUATION OF THE FULL APPLICATION FORM		
DECISION 3:		
A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The verification of the proposal has been conducted by: Date:		
STEP 4: ELIGIBILITY VERIFICATION		
3. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of all partners		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
The assessment of the eligibility has been conducted by: Date:		
DECISION 4: The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines.		

IS COPIA FIEL

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