



CEI Funding of Cooperation Activities Call for Proposals

Latest revision: April 2011

1. Background

The CEI Cooperation Activities are aimed at strengthening cooperation between the CEI Member States through common initiatives. They are organized by institutions of CEI Member States in order to implement the strategic goals and principal objectives set by the CEI Guidelines and Rules of Procedure.

The sectors covered by the CEI Cooperation Activities are:

- ✗ Economic Development,
- ✗ Human Development,
- ✗ Interregional and cross-border cooperation.

2. Areas of Intervention

The areas of intervention are:

- ✗ Climate, Environment and Sustainable Energy,
- ✗ Enterprise Development including Tourism,
- ✗ Human Resource Development,
- ✗ Information Society and Media,
- ✗ Intercultural Cooperation including Minorities,
- ✗ Multimodal Transport,
- ✗ Science and Technology,
- ✗ Sustainable Agriculture,
- ✗ Interregional and Cross-Border Cooperation.

The proposed activity should refer to one of the above-mentioned areas and its respective priorities, outlined in the CEI Plan of Action 2010-2012 (annexed here-to). Activities which are not in line with the area of intervention and the respective priorities will be rejected.

3. Primary Objectives

The objectives of the Cooperation Activities are to support the establishment and implementation of coherent and comprehensive cooperation among the CEI Member States, through:

- ✗ transfer of know-how, in particular from EU to non-EU Member States,
- ✗ exchange of experience and good practice among all CEI countries,
- ✗ common policy assessment and development,
- ✗ strengthening the operational capacity and capabilities.

4. Types of Activities

These objectives could be met by carrying out activities such as:

- ✗ conferences, seminars, workshops, and other types of gatherings,
- ✗ studies and analysis,
- ✗ training activities.

Other activities meeting the primary objectives can also be taken into consideration. During the evaluation, there will be no preference given to one type of activity over the other. It is always and only the quality of the proposals that counts.

The extent and quality of regional cooperation in these activities will be important criteria for the evaluation. Moreover, an added value for the European integration should be demonstrated.

5. CEI Contribution

The requested CEI contribution must fall between the following minimum and maximum amounts:

Minimum amount	Maximum amount
EUR 5,000	EUR 20,000

The CEI contribution cannot exceed 50% of the total cost of the activity. The balance must be financed from the applicants' or partners' own resources, or from other sources.

The CEI contribution will reimburse only actual expenses incurred in the organisation of the activity proven by invoices or equivalent proof of payment. The narrative and financial report should be submitted to the CEI-ES within 90 days after the implementation date indicated in the application form.

6. Budget

The budget structure shall refer to the overall cost of the activity, even if the CEI is requested to contribute to a small portion of it.

The eligible budget lines refer to:

- ✗ costs of participation of representatives of CEI Member States (accommodation and travel costs), including the costs of local participants in activities organised by non-EU CEI Member States,
- ✗ local transport costs connected to the event, including airport transfers as appropriate,
- ✗ subsistence costs during the event (meals, coffee breaks and refreshments),
- ✗ social programmes connected to the activity, including costs of excursions up to a reasonable proportion and amount,
- ✗ preparation of documentation connected to the project, i.e. printing and distribution costs,
- ✗ arrangement of conference kits (pens, notepads, folders, bags...),
- ✗ arrangement of conference venue: e.g. conference hall rent, rent of audio-visual equipment,
- ✗ promotion of the event, e.g. advertising campaigns, including printing of posters, leaflets etc.,
- ✗ translation (although the working language of the CEI is English, these costs are admissible in special cases where the added value is proven);
- ✗ experts' and speaker's fees.

The CEI does not pay organisational or administrative costs (including bank fees, courier or postage expenses) and purchase of equipment, nor reimburses in-kind contributions.

7. Implementation

The activities within this call shall be implemented from 1 January 2012 to 31 December 2012.

8. Location

Activities should take place within the CEI region.

9. Indicative Timetable

Call for proposals	1 May 2011
Deadline for submission	30 June 2011
Evaluation of applications	July - August 2011
Acknowledging applicants	October - November 2011
Earliest start of projects	January 2012