

## CALL FOR PROPOSALS FOR ACTIONS UNDER THE PROGRAMME “INTELLIGENT ENERGY – EUROPE”

### Call for proposals TREN/DIR D/SUB/04-2003

#### 1. Background

The multiannual Programme “Intelligent Energy – Europe” (2003-2006)<sup>1</sup> (hereafter called *EIE programme*) is intended to support the European Union’s policies in the field of energy as laid down in the Green Paper on Security of Energy Supply, the White Paper on Transport and other related Community legislation<sup>2</sup>. Its aim is to support sustainable development in the energy context, making a balanced contribution to achieving the general objectives of security of energy supply, competitiveness, and environmental protection (Art. 1 of the programme Decision).

The EIE programme is structured in four fields:

- (a) “SAVE”, which concerns the improvement of energy efficiency and the rational use of energy, in particular in the building and industry sectors (with the exception of actions under STEER), including the preparation of legislative measures and their application;
- (b) “ALTENER”, which concerns the promotion of new and renewable energy sources for centralised and decentralised production of electricity and heat and their integration into the local environment and energy systems (with the exception of actions under STEER), including the preparation of legislative measures and their application;
- (c) “STEER”, which concerns support for initiatives relating to all energy aspects of transport, the diversification of fuels such as through new developing and renewable energy sources and the promotion of renewable fuels and energy efficiency in transport, including the preparation of legislative measures and their application;
- (d) “COOPENER”, which concerns support for initiatives relating to the promotion of renewable energy sources and energy efficiency in the developing countries, in particular in the framework of the Community cooperation with developing countries in Africa, Asia, Latin America and the Pacific.

Activities in these fields under the EIE programme should be guided by two main principles:

- Integration of instruments, tools and actors
- Integration of energy efficiency and renewable energy sources

The priorities for the EIE programme 2003-2006 are spelled out in 17 Key Actions, of which 12 are of vertical character (for action focussing mainly on one of the four fields) and 5 are of horizontal character (for actions relevant for several of the fields).

In relation to these four specific fields and the key actions, Community funding can be allocated to the following actions or projects:

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<sup>1</sup> Decision No 1230/2003 of the European Parliament and of the Council of 26 June 2003 adopting a multiannual programme for action in the field of energy "Intelligent Energy - Europe" (2003-2006), OJ L 176, of 15.7.2003, p. 29

<sup>2</sup> Towards a European Strategy for the security of energy supply, COM (2000) 769 final; European Transport Policy for 2010: a time to decide, COM(2001) 370.

- (a) the promotion of sustainable development, security of supply in the framework of the internal market, competitiveness and environmental protection, including the development of standards and labelling and certification systems, long-term voluntary commitments to be agreed with industry and other stakeholders, as well as forward studies, strategic studies on the basis of shared analyses, and regular monitoring of the development of the markets and energy trends including for the preparation of future legislative measures or for the review of existing legislation;
- (b) the creation, enlargement or reorganisation of structures and instruments for sustainable energy development, including local and regional energy planning and management, and the development of adequate financial products and market instruments;
- (c) the promotion of sustainable energy systems and equipment in order to accelerate their penetration of the market and stimulate investment to facilitate the transition from the demonstration to the marketing of more efficient technologies, including dissemination of new cross-cutting technologies and best practice, awareness campaigns and the creation of institutional structures aimed at implementing the clean development mechanism and joint implementation under the Kyoto Protocol;
- (d) the development of information, education and training structures; the utilisation of results, the promotion and dissemination of know-how and best practices involving all consumers, dissemination of results of the actions and projects and cooperation with the Member States through operational networks at Community and international level;
- (e) the monitoring of the implementation and the impact of Community initiatives, and the support measures;
- (f) the evaluation of the impact of actions and projects funded under the programme.

Generally the above-mentioned actions or projects will be promotional activities in the very broad sense. In contrast to the 6<sup>th</sup> Framework Programme for Research and Technological Development (FP6) the EIE programme will not support investment in technologies, however many of the actions will have a link to one or more energy efficiency and/or renewable energy technologies.

Actions or projects supported in the framework of the EIE programme will be committed to remove market barriers to the increased use of energy efficiency and renewable energy sources. They will equally have a significant impact at European level, a high profile and the broadest possible relevance to European citizens and policies. In this context, preference will be given to proposals of outstanding quality that present cost-effective arrangements and a significant dimension.

The priorities for the call for proposals 2003 have been selected from this overall work programme 2003-2006 and have been set in the work programme 2003, adopted by the Commission on 1 December 2003 (PE/2003/2220).

## **2. Objective and activities covered**

The Key Actions selected for 2003 are those which either

- respond to the current needs of Community energy policy, or
- are the first in a logical sequence of the Key Actions within a field, or
- will be opened in every call.

### **2.1 Priorities for the call for proposals 2003:**

#### SAVE:

VKA1 “Multiplying success in buildings” with the target areas

- Tools for the take-off of the buildings directive

(partly via Calls for tenders)

- Schemes for the implementation of energy services in buildings (e.g. Energy Performance Contracting), in particular retrofitting
- Public buildings as shining examples
- Promotion of best practice examples of high energy performance buildings

VKA3 “Innovative approaches in industry” with the target areas

- Instruments for Energy Management, including energy audits, energy accounting, benchmarking activities, voluntary agreements
- Energy Services in SMEs
- Polygeneration

#### ALTENER:

VKA5 “RES-Electricity” with the target areas

- National indicative targets
- Support schemes
- Grid system issues
- Green electricity
- Distributed electricity generation

VKA6 “RES-Heat” with the target areas

- Legislation, fuels standards and norms for RES heating systems
- Supply chain and market structures for RES heat products
- Promotion and training

#### STEER:

VKA10 “Strengthening the knowledge of local management agencies in the transport field” with the target areas

- Training and education of local agencies in alternative fuels and energy use in transport
- Supporting local actors to collaborate in programme and project participation

#### COOPENER:

VKA11 “Energy policies, legislation and market conditions for enabling poverty alleviation in developing countries” with the target areas

- The energy policy chain, from development to promotion and implementation
- Pro-poor energy regulations, addressing sustainability, targets, and decentralised generation
- Energy planning for urban, peri-urban and rural areas
- Financing, investments and support schemes for energy sector programmes and projects, with particular emphasis on SMEs

VKA12 “Strengthening local energy expertise in developing countries” with the target areas

- Training and networking for energy policy makers, regulators, and planners
- Training, networking, mobility and study tours for energy professionals
- Strengthening existing Energy Centres, Agencies and Industry Associations

For COOPENER Key Actions VKA 11 and VKA12 the Call for proposal 2003 will have the focus on sub-Saharan Africa. It will be launched for a budget of 6 Mio Euro.

## HORIZONTAL KEY ACTIONS:

HKA2 “Think globally, act locally” with the target areas

- ManagEnergy: the facilitating instrument for local energy activities
- Support for the creation of local and regional energy management agencies (actions of type 2) and for the operation of national associations of agencies
- Think globally: Community added value (Reflection Group)

HKA3 “Financing mechanisms & Incentives” with the target areas

- Cross-country analysis of different financing mechanisms
- Development and promotion of innovative financing instruments and incentives schemes for RES & RUE investments
- The right to fair competition
- Platform/Forum for exchange of experience on financing mechanisms & incentives

HKA4 “Monitoring & Evaluation” with the target areas

- Monitoring and evaluation of different RES/RUE policies and measures
- Methods, indicators and modelling of future trends and policy impacts
- Platform for exchange of experience on monitoring & evaluation

## **2.2. Type of actions**

Proposals are invited to be submitted under this call for three type of actions which are:

- (a) Type 1: General Actions (GA)
- (b) Type 2: Support for the establishment of new local and regional energy management agencies
- (c) Type 3: Specific Support for Events (SSE)

The majority of grants awarded will be of type 1 “General Actions”.

All of the above-mentioned Key Actions and target areas are open for submission of proposals of type 1 “General actions” and of type 3 “Specific support for events”. Only exception: HKA2, Target area 2 “Support for the creation of local and regional energy management agencies and for the operation of national associations of agencies” is only open for submission of proposals of type 2 “Support for the establishment of new local and regional energy management agencies”.

**For more information about the different Key Actions, its target areas and the types of action see chapter 13 “Additional information”.**

## **3. Sources of funding**

The selected operations in the fields of SAVE, ALTENER and STEER will be funded under budget heading B4-1060 (06 04 01). The selected operations in the field of COOPENER will be funded under budget heading B7-841 (06 04 02).

## **4. Estimated total amount of available budget 2003 for this call**

The estimated total amount for 2003 is EUR 41.57 M€, of which an estimated amount of 0.5 M€ will be for specific support for events (actions under type 3). It is expected that a maximum of 80 contracts and agreements will be concluded from the operational budget 2003.

## **5. Percentage of Community cofinancing**

The grants are intended as incentives for carrying out an operation which could not be executed without Community financial support, and they reflect the principle of cofinancing. The Commission therefore plans to grant only funds complementary and subsidiary to contributions made by the beneficiary, the national, regional or local authorities and other bodies.

Accordingly, the amount granted will be up to 50% of the total costs of the operation for actions under type 1 and type 2. For actions under type 3 the amount granted will be up to a maximum of 40.000 € which may not be more than 50% of the total costs of the operation.

Contributions in kind are not regarded as eligible costs.

## **6. Period of eligibility of costs**

Eligible costs can be incurred only after signature of the grant agreement by all the parties, save in exceptional cases, and under no circumstances before submission of the application for a grant.

## **7. Eligibility criteria**

### **7.1. Legal status of applicants**

All applicants must be private or public legal persons, established in the territory of the Member States. Likewise, the programme shall be open to legal persons of the EFTA/EEA countries and of the candidate countries on the basis of additional funds and in accordance with procedures to be agreed with these countries. Legal persons outside these countries can be eligible for participation in justified cases but will not be eligible for Community funding. Natural persons are not eligible.

In the case of COOPENER actions proposals have to include also organisations from the respective developing countries as subcontractors.

### **7.2. Minimum number of applicants required**

- (a) For actions of type 1, with the exception of COOPENER actions, applications must be submitted by a team of at least three independent<sup>3</sup> undertakings established on the territories of three different participating countries (see subchapter 7.1.). For COOPENER actions applications must be submitted by a team of at least two independent undertakings established on the territories of two different participating countries (see subchapter 7.1.).
- (b) For actions of type 2 applications must be submitted by a team of at least two local or regional authorities established on the territories of two participating countries (see subchapter 7.1.).
- (c) For actions of type 3 applications must be submitted by at least one undertaking established on the territories of the participating countries (see sub-chapter 7.1.).

In the case of COOPENER actions it is required that the involved organisations from developing countries have a clear and substantial role in the proposed action.

### **7.3. Scope of the action**

The proposed action submitted under this call for proposal must fall into the scope and objectives of one

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<sup>3</sup> Definition of independent: In case of two undertakings A and B; A may control not more than 50% of B, and vice versa; A and B may be controlled not more than 50% by a third undertaking C.

or more of the Key Actions mentioned under subchapter 2.1. "Priorities of the call for proposals 2003".

#### **7.4. Duration**

The maximum duration of an action is 36 months.

#### **7.5. Grounds for exclusion**

Applications will not be considered for a grant if the applicants are in any of the following situations:

- (a) 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;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) 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 contracting authority or those of the country where the contract is to be performed;
- (e) 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;
- (f) following another procurement procedure or grant procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) they are faced with a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required or have failed to supply this information.

**Applicants must certify that they are not in one of the situations listed in point 7.5. Such a declaration is part of the application forms.**

#### **7.6. Administrative and financial penalties**

1) Without prejudice to the application of penalties laid down in the contract, candidates or tenderers and contractors who have been guilty of making false declarations or have been found to be in serious breach of contract for failure to meet their contractual obligations in an earlier procedure shall be excluded from all contracts and grants financed by the Community budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Financial penalties of 10% of the total value of the grant being awarded shall be imposed on tenderers or candidates who have been guilty of making false declarations. Financial penalties of 10% of the value of the contract in question shall be imposed on contractors who found to be in serious breach of contract for failure to meet their contractual obligations. That rate may be increased to 20% in the event of a repeat offence within five years of the first infringement.

2) In the cases referred to in points 7.5 (a), (c), (d) and (f), the candidates or tenderers shall be excluded from all contracts and grants for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor. In the cases referred to in points 7.x (b) and (e), the candidates or tenderers shall be excluded from all contracts and grants for a minimum of one year and a maximum of four years from the date of notification of the judgment. These

periods may be extended to five years in the event of a repeat offence within five years of the first infringement or the first judgment.

3) The cases referred to in point 7.5(e) cover:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>4</sup>;
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997<sup>5</sup>;
- (c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council<sup>6</sup>;
- (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC<sup>7</sup>.

## **8. Selection criteria**

The applicant must have stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicant must have the professional skills and qualifications required to complete the proposed action.

### **8.1 Financial capacity of applicants**

Applicants must show that they exist as a legal person and have the financial capacity and operational capability to complete the operation to be supported and must provide their balance sheet for the last financial year for which the accounts have been closed. The last of these provisions does not apply to public bodies and international organisations.

### **8.2 Technical capacity of applicants**

Applicants must have the technical capacity and operational capability to complete the operation to be supported and should provide supporting documents (e.g. CVs of those responsible for carrying out the action, description of projects and activities undertaken in the last three years, etc.).

## **9. Award criteria**

The Commission will base its selection of actions and the rate of Community co-financing on the written presentation.

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<sup>4</sup> OJ C 316, 27.11.1995, p. 48.

<sup>5</sup> OJ C 195, 25.6.1997, p. 1.

<sup>6</sup> OJ C 351, 29.12.1998, p.1. Joint action of 21 December 1998 on making it a criminal offence to participate in a criminal organisation in the Member States of the European Union.

<sup>7</sup> OJ L 166, 28.6.1991, p. 77. Directive of 10 June 1991, as amended by Directive 2001/97/EC of the European Parliament and of the Council of 4 December 2001 (OJ L 344, 28.12.2001, p. 76).

## 9.1. Award criteria for Type 1 “General Calls for Proposals”

The following five criteria apply to type 1 actions:

**1. Quality of the action**, with the following subcriteria:

- The extent to which the proposed action reflects the state of the art and builds on previous actions<sup>8</sup> in the context of the EIE programme objectives
- the importance of the project aims in relation to EU policies, targets and legislation,
- complementarity with relevant actions of/in Member States and participating countries
- compatibility of the project goals with the needs of the key market actors
- the quality and relevance of the expected results.

**2. Quality of the approach**, with the following subcriteria:

- clarity of definition of the work packages and deliverables
- appropriateness of the targets and indicators for success
- quality of methodology
- appropriateness of proposed approach to achieve goals
- dissemination plan and tools to be used.

**3. Community added value**, with the following subcriteria:

For SAVE, ALTENER, STEER (not for COOPENER):

- benefits from carrying out the project at EU level.
- EU dimension of the issues (including market barriers) to be tackled, and of the actions to be carried out
- Appropriate geographical coverage of the project team
- Transferability of the solutions developed to other parts of the EU

Only for COOPENER:

- Coherence with agreed development strategy for the developing country / region, including contribution to poverty alleviation and related development goals.
- Coherence of the action with other EU (including EU Member States) actions in the developing country or region concerned, including links to the EU Energy Initiative.
- Size and scope of the subcontracted input and degree of commitment from organisations based in developing countries (substantial involvement required)
- Transferability of the results to other developing countries
- Benefits from carrying out the work at EU level, and EU dimension of the project team

**4. Costs and benefits**, with the following subcriteria:

- Co-financing scheme, including proposed levels of co-financing
- Appropriate costs for the various sub-tasks in the work programme
- Appropriate costs per cost category, notably sub-contracting
- Value for money – comparing the direct outcomes expected to result from the project with the costs and effort involved.

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<sup>8</sup> The EC provides information on previous projects/actions. Information on previous SAVE and ALTENER projects (from 1996 onwards) will be available from the EIE website via a publicly accessible project database.

**5. Organisation of the team**, with the following subcriteria:

- Distribution and balance of effort between partners
- Knowledge, expertise and relevant experience of the team
- Presence of relevant market actors in the consortium
- Management, including project management structure, work plan, co-ordination and project team communications

For actions of type 1 the five award criteria will carry an equal weighting within the overall assessment. A mark of over 50% will be required for each of the first four criteria, while a mark of over 70% will be required for the criterion 5 (Organisation of the team). For a proposal to be classified as worth funding, the overall sum of the marks for all award criteria should exceed 70% of the maximum total score. Proposals that passed this threshold shall be considered for funding. Grants will be awarded within the limits of the budgetary resources available.

## **9.2. Award criteria for Type 2 “Support for the creation of new local and regional energy management agencies”**

The following five criteria apply to type 2 actions:

**1. Quality of the action**, with the following subcriteria:

- 1 Presentation and credibility (objectives, phases, timetable)
- 2 the quality and relevance of the expected results, in energy demand terms and in terms of the impact on sustainable development/environment
- 3 Operational role of the permanent staff, evaluation and control of performance
- 4 Commitment for the future of the agency after 3 years

**2. Quality of the approach**, with the following subcriteria:

- 1 Clarity of the task definition and appropriateness of the targets and indicators for success
- 2 Partnership with neighbour agencies and national agency
- 3 Appropriateness of proposed approach to achieve goals
- 4 Dissemination plan and tools to be used.

**3. Community added value**, with the following subcriteria:

- 1 Partnership with experienced agencies, networks and initiatives at European level.
- 2 European co-operation budget and actions
- 3 Transferability of the solutions developed to other parts of the EU

**4. Costs and benefits**, with the following subcriteria:

- 1 Co-financing scheme, including proposed levels of co-financing
- 2 Already ensured co-funding
- 3 Appropriate costs per cost category, notably sub-contracting, % of wages and direct costs of the agency
- 4 Value for money – comparing the direct outcomes expected to result from the project with the costs and effort involved

**5. Organisation of the Team**, with the following subcriteria:

- 1 Decision and orientation boards
- 2 Autonomy degree of the agency
- 3 Involvement of the elected representatives
- 4 Management, including project management structure, work plan, co-ordination and project team communications

For actions of type 2 the five award criteria will carry an equal weighting within the overall assessment. A mark of over 50% will be required for each of the first four criteria, while a mark of over 70% will be required for the criterion 5 (Organisation of the team). For a proposal to be classified as worth funding, the overall sum of the marks for all award criteria should exceed 70% of the maximum total score. Proposals that passed this threshold shall be considered for funding. Grants will be awarded within the limits of the budgetary resources available.

### **9.3. Award criteria for Type 3 “Specific Support for Events”**

The following four criteria apply to type 3 actions:

1. Contribution of the action to furthering EU energy policies and goals
2. Quality of the action
3. Community added value from the action
4. Value for money

The four criteria will carry an equal weighting within the overall assessment.

### **10. General conditions for awarding grants**

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement, available on the website of the EIE programme (see chapter 13 “Additional information”). The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community level.

Depending on the size and other risk factors of the action, the Commission might request a financial guarantee of the beneficiary for applications for pre-financing.

### **11. Submission of applications for a grant**

Applications must be submitted using specific **application forms**. For each application, **one signed original and five copies** must be supplied by the applicants. Application forms can be downloaded from the website of the EIE programme (see chapter 13 “Additional information”) or will be sent by mail or email upon request.

### **12. Closing date for submission of applications for a grant**

Applicants interested in these grants are invited to submit their applications to the European Commission. Applications may be submitted:

(a) **either by registered letter postmarked no later than the closing date for submission** (see chapter 14 “timetable”), addressed

to:  
European Commission  
Directorate-General for Energy and Transport  
DM 28 0/91 Mail service/archives  
B-1049 Brussels  
Belgium

**(b) or by delivery to the central mail service of the European Commission**

(personal delivery or delivery by any authorised representative of the applicant, including private delivery services) at the following address:

European Commission  
Central Mail Service  
Rue de Genève 1  
B-1140 Brussels  
Belgium

**by 16.00** (Brussels time) **on the closing date for submission at the latest** (see chapter 14 “timetable”). In this case, proof of submission will be by means of a dated and signed receipt issued by the receiving official in the abovementioned department.

Submissions must be placed inside two sealed envelopes. The inner envelope must bear the words:

**Call for proposals TREN/DIR D/SUB/04-2003**

**EIE Programme**

**Not to be opened by the postal service**

DM 28 0/91 Mail service/archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

**Applications may not be delivered to the Directorate-General for Energy and Transport (whether personal delivery or delivery by any authorized representative of the applicant, including private delivery services).**

**Applications received by the Commission after the closing date will not be taken into consideration.**

### **13. Additional information**

Applicants should consult the website of the programme at [http://www.europa.eu.int/comm/energy/intelligent/index\\_en.html](http://www.europa.eu.int/comm/energy/intelligent/index_en.html). The EIE website contains all information and forms in relation to this call for proposals, such as the EIE work programme 2003-2006, the EIE annual work programme 2003, a detailed description of the Key Actions, the guide for proposers and the applications forms. Furthermore the website informs about information days which will be held during the duration of the call for proposals.

Any questions regarding this call for proposals should be sent by email (stating, if applicable, the reference number of the area, as indicated in chapter 2.1 "Priorities for the call for proposals 2003") to: [TREN-Intelligentenergy@cec.eu.int](mailto:TREN-Intelligentenergy@cec.eu.int)

Alternatively a fax or letter can be sent to  
 European Commission  
 Directorate-General for Energy and Transport  
 Directorate D, Unit D3  
 EIE Programme  
**Ref: Call for proposals 2003**  
**DM 24 4/08**  
**B-1040 Brussels**  
**Fax +32-2-2966016**

#### 14. Timetable

##### **For actions of type 1 and type 2:**

Closing date for submission of applications:	31 March 2004
Date of opening of 1 <sup>st</sup> batch of applications:	2 April 2004
Date of opening of 2 <sup>nd</sup> batch of applications:	19 April 2004
Estimated date of completion of the evaluation:	End of June 2004
Estimated date for the notification of applicants:	from mid July 2004 onwards
Estimated date for signature of contracts	from end of October 2004 onwards

##### **For actions of type 3 (Specific support for events):**

Closing date for submission of applications:	31 January 2004	1 June 2004
Date of opening of applications:	12 February 2004	14 June 2004
Estimated date of completion of the evaluation:	mid March 2004	mid July 2004
Notification of applicants:	from end of March 2004 onwards	from mid July 2004 onwards
Estimated date for signature of contracts	from May 2004 onwards	from September 2004 onwards