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| logo_ec_17_colors_300dpi | EUROPEAN COMMISSION  DIRECTORATE-GENERAL JUSTICE and CONSUMERS  **Unit 04: Programme management** |

**JUST/2017/4-YEAR FRAMEWORK PARTNERSHIP AGREEMENTS**

**PART B - Submission TEMPLATE**

**DESCRIPTION OF ACTIVITIES AND IMPLEMENTATION**

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| **Proposal number:** |  |
| **Proposal acronym:** |  |

**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 Union grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this 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).

**Part 1 – General information about the activities and the network**

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| **1.1. Abstract *(max. 2000 characters)***  Describe briefly the network's objectives, the planned activities for the period 2018-2021, the type and number of persons who will benefit from the activities, the expected results, the type and number of outputs to be produced and the number of members belonging to the network. The type and number of outputs should be in line with the "Indicators" excel sheet that is to be provided as an Annex 3 to this application.  **This part should be identical to the abstract provided in Part A.**  ***Note****: You are requested to include information under all headings mentioned below and to respect the limit of 2000 characters indicated above. If your proposal is written in a language other than English, please include an English version of this abstract under point 1.12 of this document.* |

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| Objectives  -  -  Activities  -  -  Type and number of persons benefiting from the work programme activities  -  -  Expected results  -  -  Type and number of outputs to be produced  -  -  Number of members belonging to the network  -  - |

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| **1.2. The network and the applicant organisation**  Provide a short introduction of the network and of the applicant organisation (if different than the network). Explain the legal status of the network, the main objectives and the main areas of activity. |

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| **1.3. Structure of the network**  List the members of the network and describe the network's structure. In the list, always indicate the country where each member organisation is established. Explain the involvement and the roles and responsibilities of the members of the network. |

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| **1.4. Relevance**  Demonstrate the relevance of the objectives and the activities to the selected policy area and its priorities. Explain how the proposed activities would support/complement the activities of the EU on the respective policy field. |

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| **1.5. Expected results**  What are the expected results of the activities planned for the period 2018-2021? Who will benefit from these results and how?  How will these results contribute to achieving the priorites of the policy area under which you are applying?  ***Note:*** *Results are immediate changes that arise for the target groups after the implementation of the activities (e.g. improved knowledge, increased awareness). Results must be distinguished from outputs, which are produced with the resources allocated, e.g. training courses, conferences, leaflets.* |

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| **1.6. Long-term impact of the results**  Are the results likely to have a long-term impact? How?  ***Note****:**In this part you should not list activities or outputs, but rather focus on the expected long-term impact of the proposed activities. The long-term impact refers to long-term socio-economic consequences that can be observed after a certain period following the completion of the activities and may affect either the target groups of the activities or other groups falling outside the boundary of the activities who may be winners or losers.* |

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| **1.7. European added value**  What is the European added value of the proposed activities?  How will you ensure that the outputs and/or results will be transferable at European level?  ***Note:*** *European added value of activities shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law, and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to contribute to the creation of minimum standards, practical tools and solutions that address cross-border or Union-wide challenges.* |

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| **1.8. Evaluation of the activities and results**  How will the activities, the outputs and the results be evaluated, and by whom?  Explain which quantitative and qualitative indicators from Annex 3 (Indicators excel sheet) you propose to use for the evaluation of the reach and coverage of your activities. You will be asked to report on those indicators as part of your Final Report. Where relevant, data must be disaggregated by gender and by age.  Explain what data will be collected, according to what method and at what moments, including feedback from participants (satisfaction surveys, evaluation forms, etc).  How will findings be analysed and reported and how will they be used.  ***Note****:*  *Specifically for events/conferences/trainings you will be requested to use the participation evaluation questionnaire to be provided by the Commission.* |

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| **1.9. Human Resources**  Describe the organisational stucture that your organisation puts in place for the implementation of the network's activities over the four-year period.  List the key persons who will be involved in the implementation of the activities and attach their CVs to the application.  Explain the involvement of the members of the network in the implementation of the activities. |

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| **1.10. Sustainability of the network**  Explain how the EU funding will help you develop the capacities of the network and how you plan to ensure the sustainability of your network in future (without EU funding). |

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| **1.11. Estimated operating costs over the four-year period of the framework partnership agreement**  Please complete the table below:   |  |  | | --- | --- | | **Year** | **Estimated Operating Costs** | | 2018 | 1.175.000,00 | | 2019 | 1.200.000,00 | | 2020 | 1.225.000,00 | | 2021 | 1.250.000,00 | |

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| **1.12. IF APPLICABLE: English translation of the abstract *(max.2000 characters)*** |

**Part 2 – Description of the main activities for the period 2018-2021**

| In Part 2 you should describe the key objectives and the main activities that you will undertake during this period.  You are requested to organise your activities under the three specific categories indicated below. A task should only be listed under one category.  **In this document you are expected to present the strategic planning of your activities, which will set the framework of the specific activities of each year. You are not expected to present a detailed planning of the annual activities for any of the years concerned in this document.**  **The specific activities to be implemented each year will have to be described in your applications for annual specific grant agreement.** |
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| **1. Management Activities** |
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| EU funding aims to support the functioning of EU networks. It should allow them to develop their structure and capacities, it should support them in performing more efficiently and effectively and it should contribute to the development of the EU networks into sustainable entities.  This category is intended for all activities related to the general management and coordination of the network, including the network's internal structure and management, its relations with its members and future/potential members, its staff policy and human resources policy, its financial independence and fundraising activities, etc. |
| **I. Key Objective(s)** |

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| **II. Main activities**  Give a short name for each task and number them.  Indicate the timeframe of implementation of each activity. | | | | | |
| No. | Name and description of the task | Timeframe | | | |
| 2018 | 2019 | 2020 | 2021 |

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| **2. Operational Activities** |
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| The EU networks are key actors, which can play an important role in facilitating the flow of information between their members and the EU. On the one hand, they can provide practical experience and evidence regarding the situation on the ground and, on the other hand, they can translate these facts and experience into more conceptual tools and positions.  This category is intended e.g. for all operational activities of the networks aiming to collect data and information, conduct research and studies, analyse problems and propose recommendations, debate key issues in the respective policy area, training, etc. |
| **I. Key Objective(s)** |

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| **II. Main activities**  Give a short name for each task and number them.  Indicate the timeframe of implementation of each task. | | | | | |
| No. | Name and description of the task | Timeframe | | | |
| 2018 | 2019 | 2020 | 2021 |

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| **3. Dissemination Activities** |
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| The EU networks are well placed stakeholders for disseminating information and transferring knowledge on EU law and policies to both specialised and general audiences.  This category is intended for activities related to awareness-raising, dissemination, development of communication tools, etc. |
| **I. Key Objective(s)** |

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| **II. Main activities**  Give a short name for each activity and number them.  Indicate the timeframe of implementation of each activity. | | | | | |
| No. | Name and description of the task | Timeframe | | | |
| 2018 | 2019 | 2020 | 2021 |

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