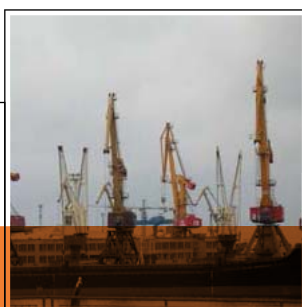




European Union funding for the Neighbourhood and Russia



EU Neighbourhood Info Centre
An ENPI project

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The Instruments

For many years now the European Union (EU) has been supporting its partner countries in the Southern and Eastern Neighbourhood to bring about the social, economic and political reforms they themselves desire, through [thematic](#) and [geographical instruments](#) that provide funding on a bilateral or a regional basis. On its part, the European Investment Bank (EIB) also has instruments in place to lend money to the partners in order to help them implement their state programmes, while the European Bank for Reconstruction and Development (EBRD) is now active in both the south and the east.

Support is offered to the region or the country that is being assisted, and the areas to which it will be given are therefore agreed between the EU and the countries or regions involved. The objectives of cooperation also vary from country to country, ranging from achieving good governance, to human development and economic issues, to environmental protection, human rights and promotion of culture.

EU funding is delivered through [grants and contracts](#) as well as [budget support](#).

The funding provided is either channelled from the EU to the partner governments or to projects and programmes that are implemented on the ground by civil society and other organisations. This funding always has the citizens of the partner states as the final beneficiaries, because the ultimate aim is to invest in their country and offer them a better future.

The Directorate General (DG) whose role is to design the EU's development policies and deliver aid through programmes and projects is DG Development and Cooperation – [EuropeAid](#). Responsibility for this funding lies either with EU Headquarters in Brussels, or the EU [Delegations](#) on the ground.

The Geographical instrument: ENPI

For the Neighbourhood countries and territories, funding mainly comes from the ENPI (European Neighbourhood and Partnership Instrument) one of EuropeAid's geographical instruments and the financial arm of the European Neighbourhood Policy (ENP). It is allocated to individual country programmes depending on their needs, their absorption capacity and the implementation of agreed reforms, as well as to regional programmes whose priorities are again decided on a political level. Put simply, funding is given in order to turn political decisions into works and actions on the ground.

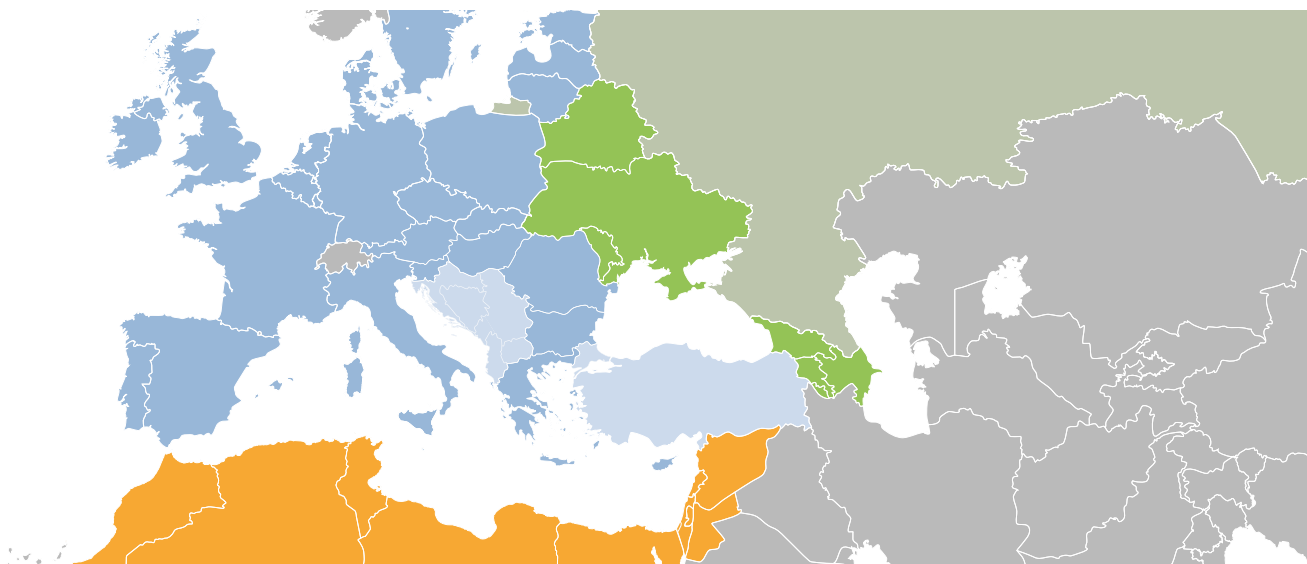
The ENPI, which will at some stage be renamed to European Neighbourhood Instrument - (ENI - see relevant box), is the main source of funding for the 17 partner countries and territories (ten Mediterranean and six Eastern European, plus the Russian Federation). The Russian Federation is part of the ENPI but not part of the ENP.

The 17 ENPI countries and territories are: [Algeria](#), [Egypt](#), [Israel](#), [Jordan](#), [Lebanon](#), [Libya](#), [Morocco](#), [Occupied Palestinian Territory](#), [Syria](#), [Tunisia](#) (ENPI South) and [Armenia](#), [Azerbaijan](#), [Belarus](#), [Georgia](#), [Moldova](#), [Russian Federation](#), and [Ukraine](#) (ENPI East).

Around 90% of ENPI funds are being used for bilateral actions, i.e. country-specific initiatives, and for regional actions involving two or more partner countries.

European Neighbourhood and Partnership Instrument

http://ec.europa.eu/europeaid/where/neighbourhood/overview/index_en.htm





EU Delegations delivering cooperation

EuropeAid has made the way it delivers cooperation more effective by devolving the management and supervision of projects to its field offices. In order to make its actions more responsive to local needs, to facilitate coordination between donors and speed up implementation, the EU decided to make its Delegations in partner countries – responsible for the management of external aid.

There are currently around 140 devolved [EU Delegations](#) and Offices all over the world. The Delegations act not only as the eyes and ears of the European Union in their host countries, but also as its mouthpiece vis-à-vis the national authorities and society as a whole.

Concerning development aid and external assistance, Delegations are responsible for identifying projects, assessing their feasibility, as well as implementing and evaluating their results. EuropeAid's headquarters in Brussels are responsible for overall coherence, and for general, thematic and quality support.

Delegations and devolution:

http://ec.europa.eu/europeaid/who/about/devolution/index_en.htm

Neighbourhood country-by-country cooperation webpage:

http://ec.europa.eu/europeaid/where/neighbourhood/country-cooperation/index_en.htm



The Thematic Instruments

In addition to providing regional and country-based approaches to development through geographic programmes, the European Commission operates programmes with a specific thematic focus. They are implemented on the basis of [thematic strategy papers and annual action programmes](#) and also funded through the ENPI.

The thematic instruments available to the Neighbourhood are: [European Instrument for Democracy & Human Rights \(EIDHR\)](#), [Nuclear Safety Co-operation Instrument \(NSCI\)](#), [Environment and sustainable management of natural resources including energy](#), [Non-state actors and local authorities in development](#), [Food security](#), [Migration and asylum](#), [Investing in people](#) and the [Instrument for stability](#).

Most thematic instruments operate through calls for tenders that are published over regular periods. Therefore you have to keep following their information portals to find opportunities.

From ENPI to ENI...

In the context of the [renewed approach to the European Neighbourhood Policy \(ENP\)](#) outlined on 25 May 2011, the ENPI will from 2014 be replaced by the [European Neighbourhood Instrument \(ENI\)](#), which will provide increased support to 16 partner countries and territories to the East and South of the EU's borders.

The proposed ENI budget for the period 2014-2020 is €18.

2 billion, 40 % up on the amount available under the ENPI from 2007-2013.

The new instrument will be increasingly policy-driven and provide for greater differentiation, more flexibility, stricter conditionality and incentives for best performers, reflecting the ambition of each partnership. Building on the achievements of the ENPI, the ENI will contribute to strengthening bilateral relations with partner countries and bring tangible benefits to both the EU and its partners in areas such as democracy and human rights, the rule of law, good governance and sustainable development.

The ENI will continue to provide the bulk of funding to the European Neighbourhood countries, essentially through bilateral, regional and cross border co-operation programmes. The Russian Federation will continue to be eligible for regional and Cross-Border Cooperation programmes under the new ENI, but bilateral cooperation will be addressed under a new Partnership Instrument (PI).

Find out more from EU Neighbourhood Info Centre webpage


www.enpi-info.eu/main.php?id_type=2&id=402#ENI



How Funds are Allocated

EU assistance funds can be awarded in the form of **grants** that fund projects or **contracts** that fund services or goods. There is also **budget support**, which is direct support to the state budgets of partner countries.

What follows is an introduction to these three ways of EU funding for the Neighbours.





Grants and Contracts

Procedures for grants and contracts are listed in the [Practical Guide for EU external actions \(PRAG\)](#) (see link below), which explains in detail the contracting procedures applying to all external aid contracts financed from the European Union general budget (Budget) and the 10th European Development Fund (EDF).

In the case of grants, the Contracting Authority (European Commission) receives the product or service that it needs in return for payment. In the case of a contract, it makes a contribution either to a project carried out by an external organisation or directly to that organisation because its activities contribute to EU policy aims.

Grants are given to co-finance specific projects or objectives, usually through calls for proposals. Grants are direct financial contributions from the EU budget or from the European Development Fund. They are subject to a written agreement signed by the two parties and, as a general rule, require co-financing by the grant beneficiary. Those intending to apply for a grant should consult the [calls for proposals](#).

Contracts are awarded through calls for tenders (public procurement) to buy services, goods or works in order to ensure the operations of EU institutions or programmes. A procurement procedure leads to the conclusion of a contract. Procurement procedures are governed by specific rules which vary depending on the nature of the contract and the threshold. Those intending to apply for a contract should consult the [procurement notices](#).

Find out more...

EuropeAid Information on grants and contracts
http://ec.europa.eu/europeaid/work/funding/index_en.htm

Practical Guide to contract procedures for EU external actions (PRAG)
http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm



Budget Support

A significant share of EU aid is delivered in the form of budget support. This is an aid instrument that is used to support, when conditions allow, the preparation and the implementation of reforms in mutually agreed sectors or nationwide, as well as in the areas of macro-economic and public finance policy. Budget support is thus an aid modality whereby funds are transferred by the EU to the national treasury account of the partner country after previously agreed conditions and results have been achieved by the authorities of the partner country. Budget support is used on a case-by-case basis to ensure vital state functions.

In practical terms, it is a contract that involves the European Commission (EC), on the one hand, and the government of the partner country, on the other. So it is a type of cooperation based on a clear set of mutually binding commitments.

The key objective is to support the policies of legislative and regulatory approximation in the European Neighbourhood, and the types of reforms include promoting good governance, improving conditions for trade and investment, etc. – in other words, the EU Budget Support programmes help create a more favourable environment for the benefit of citizens and businesses. The ultimate responsibility and merit for the success and the speed of reforms lie with the elected executive.

Budget support helps countries build their own financial resources in order to reduce dependence on aid in the long run.

Who can participate: The European Commission currently only provides budget support to countries that meet the following eligibility conditions: A well-defined national or sectoral development or reform policy and strategy is in place; a stability-oriented [macroeconomic framework](#) is in place; and a credible and relevant programme to improve [public financial management](#) is in place.

How it works: A Budget Support programme lasts three to four years. The money is disbursed based on conditions attached to annual tranches of funding. It is then clearly specified what the government should achieve, for example with regard to justice reform in Georgia, healthcare system reforms in Moldova or higher education reforms in Tunisia. Finally, and depending on the degree of success in terms of the results achieved, the actual disbursement related to each tranche is paid by the EC. The EC authorizes the full transfer of the Budget Support funds when agreed commitments have been implemented fully by the partner country's authorities. If this is not the case, the size of the financial transfer authorized by the EC is reduced accordingly or there is no transfer at all. So, in simple terms, budget support is "reforms done = money paid".

Find out more...

EuropeAid webpage on Budget Support

http://ec.europa.eu/europeaid/how/delivering-aid/budget-support/index_en.htm

EU Neighbourhood Info Centre Interview – 'Supporting budget, supporting change'

www.enpi-info.eu/files/features/N_Budget%20Support_OrianiEN.pdf



Cross-Border Cooperation (CBC)

Cross-Border Cooperation under the ENP (known as ENPI CBC) has 13 main programmes along the EU's external border which are themselves entrusted to manage hundreds of projects. The idea is to fund and help border regions develop. It has four key objectives: Promoting economic and social development in border areas; addressing common challenges in fields such as environment, public health and the prevention of and fight against organised crime; ensuring efficient and secure borders; and promoting people-to-people cooperation.

Two types of programmes have been established: Land border programmes between two or more countries sharing a common border (or short sea crossing); and multilateral programmes covering a sea basin.

The aim is to help local administrations in the border regions to develop the necessary skills and capacities.

Who can participate: Existing programmes can be found [here](#).

How it works: CBC operates with a shared management system, with neighbouring partner countries on an equal footing with Member States. They take joint decisions on how to spend the money within the identified priorities, and select the projects themselves. The role of the European Commission is to monitor the implementation of the programmes. Each of the 13 programmes has a Joint Managing Authority (often hosted by a local or regional administration), which is responsible for launching the calls for proposals, the selection of projects, signing the contracts and managing the projects.

Budget: Approx. €1 billion (ENPI and European Regional Development Fund (ERDF) and contributions from participating countries)


Timeframe: 2007-2013

Find out more...

http://ec.europa.eu/europeaid/where/neighbourhood/regional-cooperation/enpi-cross-border/index_en.htm

EU Neighbourhood Info Centre Interview

http://www.enpi-info.eu/maineast.php?id=378&id_type=6&lang_id=450



The EU supports governments in the partner countries in implementing their own national programmes and bringing about the changes needed to improve the lives of their citizens. This financial backing is given for mutually agreed priorities and can be in the form of budget support (see above), institution building aid and lending.

Institution building support

Support to institution-building in Partner Countries is offered through three instruments known as Twinning, TAIEX and SIGMA. These instruments differ distinctly from classic technical assistance in that they provide public, rather than private expertise. People carrying through these initiatives are civil servants from public administrations of EU Member States, who interact with their counterparts in each partner country.

- > Twinning
- > TAIEX (Technical Assistance and Information Exchange)
- > SIGMA (Support for Improvement in Governance and Management)

Infrastructure support

- > NIF (The Neighbourhood Investment Facility)

Lending to partner countries

- > EIB (The European Investment Bank)
- > FEMIP (Facility for Euro-Mediterranean Investment and Partnership)
- > EU Eastern Neighbours
- > EBRD (The European Bank for Reconstruction and Development)



Institution building support

Twinning

This institution-building instrument was initially designed to help acceding countries in their absorption of the *acquis communautaire*. It has been open to some Neighbourhood countries to transfer, adopt and/or adapt to EU legislation, standards and practices and to modernise their administrations through reorganisation, drafting of laws and regulations and through capacity-building. It is based upon close cooperation between a public administration institution in a Neighbourhood country and the equivalent institution in an EU Member State (MS) in a specific field related to the *acquis communautaire* or any other relevant field of cooperation.

Who can participate: Public administrations at central level in a partner country (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco and Tunisia participate from the South and Armenia, Azerbaijan, Georgia, Moldova and Ukraine in the East) and the equivalent institution in an EU Member State.

How it works: A Twinning project requires the appointment of two project leaders, high ranking officials, one from a Member State and the other from a Beneficiary Country administration, who are responsible for the overall thrust and coordination of the work. Each Twinning project also has at least one Resident Twinning Adviser (RTA), a civil servant seconded from an EU MS administration for a minimum of 12 months, bringing much-needed practical expertise with EU laws and administration. In addition, there are carefully planned and timed missions by other civil servants from the EU Member State partner; training events; and awareness raising visits to drive the reform process towards the desired result. The beneficiary partner contributes to the project with human resources, office space, training/conference venues and interpretation.

A [Twinning manual](#) provides practical and comprehensive information for public sector experts involved in the preparation and implementation of Twinning projects.

Find out more...

EuropeAid – Boosting co-operation through Twinning:

http://ec.europa.eu/europeaid/where/neighbourhood/overview/twinning_en.htm

EuropeAid Publication - Boosting Twinning Co-operation in the Neighbouring Countries:

http://ec.europa.eu/europeaid/where/neighbourhood/overview/documents/twinning_en.pdf
www.enpi-info.eu/files/publications/twinning_en.pdf

Institution building in the framework of EU policies – Common Twinning Manual:

English version: http://ec.europa.eu/europeaid/where/neighbourhood/overview/documents/20121011-twinning-manual-2012_en.pdf

French version:

http://ec.europa.eu/europeaid/where/neighbourhood/overview/documents/20121011-twinning-manual-2012_fr.pdf

Contact:

European Commission DEVCO F4: EuropeAid-TWINNING-OPERATIONS@ec.europa.eu

EU Member States: http://ec.europa.eu/europeaid/where/neighbourhood/overview/documents/twinning_contact_points_october_2012.pdf

Neighbourhood area: http://ec.europa.eu/europeaid/where/neighbourhood/overview/documents/national_contact_points.pdf



Institution building support

TAIEX (Technical Assistance and Information Exchange)

Introduced to the ENPI region in 2006, TAIEX is a key institutional tool able to rapidly mobilize public and “tailor-made” short-term technical assistance to support partner countries’ public administrations in a number of areas, primarily with regard to the approximation, application and enforcement of EU legislation. Assistance is given through expert missions, workshops or seminars and study visits.

Who can participate Institutions and organisations in the partner countries that have a role to play in the approximation, implementation and enforcement of EU legislation. The main target groups are civil servants working in public administrations at national level; the judiciary and law enforcement authorities; parliaments and civil servants working in parliaments and legislative councils; (professional and commercial associations as well as representatives of trade unions and employers’ associations can also take part in TAIEX seminars when the action is led by a public body).

How it works It is a demand-driven tool, i.e. aiming to react upon direct request sent by partner administrations in coordination with the Programme Administration Offices (PAO) set in the country. The applications for assistance can be submitted online via the TAIEX website.

Budget €38.5 million for all EU neighbours, East and South

Timeframe 2006-2013

Find out more...

EuropeAid webpage TAIEX

http://ec.europa.eu/europeaid/where/neighbourhood/overview/taix_en.htm

Applications

http://ec.europa.eu/enlargement/taix/beneficiaries/warning_authorisation_en.htm

Contact

EuropeAid-TAIX-OPERATIONS@ec.europa.eu



Institution building support

SIGMA (Support for Improvement in Governance and Management)

Introduced in 2008 for the Neighbourhood area the SIGMA Programme is a joint initiative of the Organisation for Economic Co-operation and Development (OECD) and the European Union, principally financed by the EU.

Who can participate The public governance institutions targeted by SIGMA - Neighbourhood are the central agencies responsible for horizontal management systems of government – civil service, administrative law, expenditure management, financial control, external audit, public procurement, policy and regulatory capacities, and property rights' management. SIGMA is active in 11 Neighbourhood countries: Armenia, Azerbaijan, Georgia, Moldova, Ukraine, Algeria, Egypt, Jordan, Lebanon, Morocco and Tunisia.

How it works SIGMA is demand-driven, with demand for activities being framed within the ENP action plans and national indicative programmes. Project demands can originate from the beneficiaries or the European Commission. SIGMA's operations are managed in the Neighbourhood countries by a National Contact Point (NCP) within the Programme Administration Office (PAO), who also acts as an NCP for Twinning and TAIX projects.

Budget €15 million

Timeframe 2008-2013

Find out more...

www.oecd.org/site/sigma/

EuropeAid webpage

http://ec.europa.eu/europeaid/where/neighbourhood/overview/index_en.htm

Contact:

www.oecd.org/site/sigma/contactus/



Infrastructure Support

The Neighbourhood Investment Facility (NIF)

Bringing together grant funding from the European Commission and the EU Member States and loans from European Public Finance Institutions, the facility is an innovative instrument of the ENP, aiming at mobilising additional funding for infrastructure projects in the EU neighbourhood area.

Who can participate Infrastructure projects in the transport, energy, social and environment sectors as well as well private sector initiatives (in particular SMEs) in the EU Neighbourhood region.

How it works To benefit from the NIF, a project has to be submitted by one of the authorised European Public Finance Institutions, such as the European Investment Bank (EIB), the European Bank for Reconstruction and Development (EBRD), the Council of Europe Development Bank (CEB) or European bilateral development finance institutions from one of the Member States.

Budget €745 million from the European Commission complemented by direct contributions from EU Member States

Timeframe 2007-2013

Fine out more...

http://ec.europa.eu/europeaid/where/neighbourhood/regional-cooperation/irc/investment_en.htm

FAQ

http://ec.europa.eu/europeaid/where/neighbourhood/regional-cooperation/irc/documents/faq_en.pdf

EU Neighbourhood Info Centre interview

[http://enpi-info.eu/files/features/a106039%20weber%20Interview%20\(en\).pdf](http://enpi-info.eu/files/features/a106039%20weber%20Interview%20(en).pdf)

NIF Brief presentation

http://ec.europa.eu/europeaid/where/neighbourhood/regional-cooperation/irc/documents/nif_presentation_en_2011.pdf

NIF Flyer

http://ec.europa.eu/europeaid/where/neighbourhood/regional-cooperation/irc/documents/nif_flyer_for_website_en.pdf

Contact

EuropeAid-NIF@ec.europa.eu



Lending to Partner Countries

The European Investment Bank (EIB)

The EIB supports the EU's external action and is the largest supranational borrower and lender in the world. As the bank of the EU, it mainly operates in its Member States. Nevertheless, roughly 10% of its lending goes to projects outside the Union. Most of the Bank's financing operations outside the Union are carried out under an EU budget guarantee, set out in the external mandates for EIB activities in different regions of the world, including the Neighbourhood.

In the southern Mediterranean region, the EIB's principal financial instrument today is the Facility for Euro-Mediterranean Investment and Partnership (FEMIP).

In the Eastern Neighbourhood, the EIB can finance projects on the basis of an EU mandate for the period 2007-2013.

Information on EIB support to the Neighbourhood South and East, including the priority areas follows.



Lending to Partner Countries

EIB: Facility for Euro-Mediterranean Investment and Partnership (FEMIP)

FEMIP has become a key player in the partnership between the EU and the Mediterranean, encouraging economic renewal and openness. It is committed to helping the partner countries increase their economic growth and social development. Activities are focused on two priority areas:

Private sector support concentrating on small and medium-sized enterprises (SMEs), especially those involved in industry, tourism and services; and industrial sector support with a focus on cement and steel works, chemical and metallurgical plants, high-tech industries, automotives and agro-industry.

Creating an investment-friendly environment that enables the private sector to flourish by improving infrastructure in the following sectors: Energy, Transport and telecoms, Environment: and Human and social capital.

FEMIP has a range of financing options (loans, private equity and guarantees) and advisory services for the Mediterranean partners. Find [out more](#) and [how to apply](#).

Find out more...

Factsheet

www.eib.org/infocentre/publications/all/eib_factsheet_mediterranean_neighbours.htm

FAQs about FEMIP

www.eib.org/projects/regions/med/faq/index.htm

Webpage

www.eib.org/projects/regions/med/index.htm

Contact

www.eib.org/infocentre/contact/index.htm



Lending to Partner Countries

EIB: EU Eastern Neighbours

The EIB supports the EU Neighbourhood Policy in the Eastern partner countries (including the Russian Federation) by financing projects of significant EU interest.

The current €3.7bn mandate runs from 2007 to 2013 and is for projects in transport, energy, telecommunications and environmental infrastructure, and as of mid-2009 has been extended to cover also loans for SMEs via banks in Eastern Partner countries within the framework of the [Joint IFI Action Plan](#). With a view to supporting EU external action without affecting the EIB's credit standing, the EIB is offered a Community budgetary guarantee for operations carried out outside the Community, including the Eastern Partner Countries.

In December 2009 the €1.5 bn Eastern Partners Facility (EPF) was set up, under which financing is extended at the EIB's own risk (i.e. without EC guarantee). The EPF enables the Bank to support EU Foreign Direct Investments (FDI) in Eastern Partner countries, with a €500 million ceiling for projects in Russia. The bulk of the facility will be used to support investment-grade projects/structures; financing up to €150m can be structured pursuant to the Structured Finance Facility, which provides for a higher risk bearing capacity.

Find out more...

Factsheet

www.eib.org/infocentre/publications/all/eib_factsheet_eastern_neighbours.htm

Webpage

www.eib.org/projects/regions/eastern-neighbours/index.htm

Contact

www.eib.org/about/structure/organisation/services/entity/opsb/dpt02-enca.htm



Lending to Partner Countries

The European Bank for Reconstruction and Development (EBRD)

Working together with the private sector, the EBRD invests in projects, engages in policy dialogue and provides technical advice that builds open and democratic market economies. The EBRD is the largest single investor in its existing region. The Bank's investments also mobilise significant foreign direct investment into its countries of operations. It invests mainly in private enterprises, usually together with commercial partners. It provides project financing for the financial sector and the real economy, both new ventures and investments

The Bank is owned by 63 countries and two intergovernmental institutions (the European Union and the European Investment Bank). It maintains a close political dialogue with governments, authorities and representatives of civil society to promote its goals. It also works in cooperation with international organisations such as the OECD, the IMF, the World Bank and UN specialise agencies.

The EBRD has been working in Eastern partner countries since 1991, and since 2011 it began expanding its operations to the southern and eastern Mediterranean (SEMED) region.

Find out more...

www.ebrd.com/pages/homepage.shtml

general

www.ebrd.com/downloads/research/factsheets/about.pdf

Contact

www.ebrd.com/pages/about/contacts.shtml



EU Funding Glossary





Annual Action Programmes (AAP): financing decisions adopted by the [EC](#) to reserve funds for regional and country-based external cooperation programmes and for the implementation of [Thematic programmes](#). AAPs specify the objectives pursued, the fields of intervention, the expected results, the management procedures and total amount of financing planned. They contain a description of the operations to be financed, an indication of the amounts allocated for each operation and an indicative implementation timetable.

Annual Work Programmes for Grants (AWP): identify the grants that are planned to be awarded during the year, notably through [Calls for Proposals](#). They specify the legislation, the objectives and the schedule of Calls for Proposals with an indicative amount and the expected result. AWP can be per year, per regional programme, per country programme and per thematic programme.

Applicant: with regards to EU [grants](#), the [applicant](#) is the lead organisation responsible for submitting the application. The definition of the applicant can vary from one [Call for Proposals](#) to another. Grant applicants should be registered in [PADOR](#), where organisations interesting in Calls for Proposals can register and update their generic data.

Beneficiaries: those who receive a benefit [grant](#). Final beneficiaries are those who will benefit from the project in the long term at the level of the society or sector at large.

Beneficiary country: the country or state outside the EU with which there is an agreed programme of co-operation.

Budget breakdown: in a fee-based contract, the schedule which breaks down the contract value, stating out the fee rates and the provision for incidental expenses.

Call for proposals: the mechanism whereby a selection process is launched to choose candidates on a competitive basis for a project. In practice, non-state actors are invited ('called' upon), at regular intervals, to submit project proposals. [Calls for Proposals](#) are publicly announced. They are the primary means through which [Grants](#) are awarded.

Call for tender: the Commission uses public contracts to buy goods and services - studies, technical assistance and training; consultancy, conference and publicity services; books and IT equipment etc. The providers are selected via [Calls for tender](#) which are issued by the Commission departments, offices and agencies around Europe.

Co-funding: a principle of the grants allocated by EuropeAid, [co-funding](#) is meant to ensure minimum [ownership](#) of the action by partners, as well as the (financial) sustainability of the action. In addition, it adheres to the principle whereby the EU should engage with organisations which have a minimum of financial capacity to act.

Concept note: in a restricted [Call for Proposals](#) the [Guidelines](#) invite [applicants](#) to first submit a [concept note](#) only. The number of concept notes that can be preselected depends on the sum of the [grant](#) amounts requested by the highest ranking proposals, which cannot be foreseen in advance.

Consortium: a grouping of eligible natural and legal persons or public entities which submits a tender or an application, under a tender procedure or in response to a [Call for Proposals](#). It may be permanent or a grouping informally set up for a specific tender procedure or Call for Proposals. All members of a consortium are jointly and severally liable to the Contracting Authority.



Contract: the final agreement reached following procurement procedures that are launched when the Contracting Authority wants to purchase a service, goods or work in exchange for remuneration. Those intending to apply for a contract should consult the [procurement notices](#).

Contracting Authority: the EU entity, the public authority or the body governed by public law with which a contract is concluded.

Contract budget: a summary of the costs of performing the contract. The total of these costs is the contract value or contract price.

Consultant: any natural or legal person or public entity or consortium of such persons and/or bodies selected for the award of a contract.

Direct award: The award of one or more grants without organising a call for proposals. A direct award is only appropriate under certain, special circumstances and must always be the subject of an evaluation report.

Eligible cost: costs incurred for the implementation of an action which may be reimbursed by the Contracting Authority under the conditions provided for in the applicable Contribution Agreement. [Eligible costs](#) can be direct or indirect.

Evaluation committee: Persons with a necessary technical and administrative expertise that come together to give an informed opinion on tenders or [grant](#) applications. It must have an odd number of members.

Expert: a person engaged by a Contractor to provide the expertise required for implementing a contract.

Fee-based contract: a contract under which the services are provided on the basis of fixed fee rates for each day worked by experts.

Financing: EuropeAid finances external actions to beneficiary countries through financing agreements, namely legal acts concluded with those States, and by other means such as calls for proposals and actions implemented by other international organisations. For Financing Agreement budget models see [here](#).

Financial offer: The part of a tender which contains all the financial elements of the tender, including its summary budget and any detailed price breakdown or cash flow forecast required by the tender dossier.

Framework contract: a contract concluded between the EU and an economic operator that lays down the terms (duration, subject, prices, conditions of performance, etc.) governing a series of specific contracts to be awarded during a given period. Multiple framework contracts also exist. They are separate contracts with identical terms awarded to a number of suppliers or service providers.

Full application: in a [Call for proposals](#) the [applicants](#) shortlisted following their [concept notes](#) are invited to submit a full application form.



Grant: direct financial contributions from the EU budget or the [European Development Fund](#) (EDF), [grants](#) are awarded by the [Contracting authority](#) as donations to third parties so they can implement projects or activities that relate to the EU's external aid programmes. There are grants for actions that aim to achieve an objective that forms part of an external aid programme, and operating grants that finance the operating expenditure of an EU body that is pursuing an aim of general European interest or an objective that forms part of an EU policy. Those intending to apply for a grant should consult the [Calls for Proposals](#).

Guidelines for applicants: document explaining the purpose of a [Call for proposals](#) for grants. It sets out the rules regarding who may apply, the types of operations and costs which may be financed, and the evaluation (selection and award) criteria. It also provides practical information.

Invitation to tender: letter sent to selected candidates in a restricted procedure or competitive negotiated procedure inviting them to submit a tender.

International organisation (IO): the EU cooperates closely with, and in some instances actually finances the actions of an [international organisation](#). There are two possible ways by which the EU can finance, in full or in part, the actions of an IO: Joint management or Grants through use of call for proposals or direct award cases. [Diagramme](#) on "how to finance an action with an IO".

International organisation framework agreements: in addition to the agreements with the UN and the World Bank, the EU has concluded [framework agreements](#) with other international organisations establishing the main principles governing its financial contributions to projects or trust funds managed by them, following the need for the Commission to maintain all appropriate relations with such organisations

International organisation 'joint management': a specific budget allocation modality by which the European Commission entrusts implementing tasks to an IO, complying with international standards with regard to the "four pillars" (i.e. accounting, internal control, audit and procurement). Despite its name, in this case the EC funds entrusted to an IO are not [jointly managed](#) but the management regarding implementation of these funds is delegated to the IO. The European Commission, keeps some prerogatives of control and verification.

Logframe/Logical Framework Approach: an analytical and management tool used within [Project cycle management](#). The [Logframe](#) is a project design and implementation tool, which allows for a systematic and logical way of setting the project's objectives and activities. It is also a key instrument in the analysis of the project's impact.

Lot: in Calls for Proposal 'the [lot](#) number' refers to the particular sub-theme, sector or geographical area of cooperation for which a financial envelope has been indicatively allocated.

PADOR: an on-line registration service dedicated to [Non State Actors](#) and [Local authorities](#) (not individuals) interested in applying for EU [funding](#) through [Call for Proposals](#). In PADOR, organisations can register and update their generic data (i.e. that are not specific to a given Call for Proposals) and upload their supporting documents (for instance statutes or equivalent document).

Per diem: the allowance paid to consultants in the framework of EU-funded external aid contracts and in case of missions requiring an overnight stay away from the country of residence of the expert. They are updated every six months and can be found [here](#).



PRAG: [Practical Guide](#) to contract procedures in the context of external actions, covering basic rules, service contracts, supply contracts, works contracts, grants and other very useful information.

Procurement: [procurement](#) procedures are launched when the Contracting Authority wants to purchase a service, goods or work in exchange for remuneration

Project: a series of activities aimed at bringing about clearly specified objectives within a defined time period and with a defined budget. A [project](#) should have: Clearly identified stakeholders, including the primary target group and the final beneficiaries; Clearly defined coordination, management and financing arrangements; A monitoring and evaluation system to support performance management; An appropriate level of financial and economic analysis, which indicates that the project's benefits will exceed its costs.

Project Cycle Management: [guidelines](#) exist as a tool for design and project management, based on the logical framework approach. They can help potential applicants in the elaboration and implementation of envisaged future actions that may be submitted for possible funding to calls for proposals.

Project/Programme: The whole range of services/works/supplies that are to be provided under an EU contract is usually named Project or Programme. A programme may also be like an "umbrella" providing funding to other projects, under the same contract and cause.

Regional Indicative Programme: EU cooperation with partners on a [regional](#) basis, as well as cooperation amongst the partners themselves, is considered by the EU as an important political objective. Issues such as protection of the environment, tackling sea pollution, enhancing the role of women, fighting organized crime and terrorism, are cross-cutting and have no borders. The amounts allocated for the two regions, according to the Regional Indicative Programmes 2011-2013, are: For the [ENPI South](#), funding of about €288 million has been earmarked for 2011-2013 & for the [ENPI East](#), funding of €348.57 million has been earmarked for the period 2011-2013.

Regional Strategy Paper: provides a strategic framework for programming the regional allocation of the European Neighbourhood and Partnership Instrument (ENPI) both for the [South](#) and the [East](#). The two separate strategy papers cover the period 2007-2013.

Restricted procedure: calls for tender are restricted where all economic operators may ask to take part but only candidates satisfying the selection criteria and invited simultaneously and in writing by the Contracting Authorities may submit a tender.

Service contract: a contract between a provider and the Contracting Authority defining the provision of services, such as technical assistance, studies, training and designs.

Stakeholders: any individuals, groups of people, institutions or firms that may have a relationship with the project/programme are defined as stakeholders. In the proposal the applicant must identify the relevant stakeholders in line with the specificities of the proposed action.

Sub-contracting: any agreement by which the Consultant entrusts performance of a part of the services to a third party is considered to be a sub-contract. Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract.

Technical assistance contract: a contract between a service provider and the Contracting Authority, under which the service provider exercises an advisory role, directs or supervises a project, provides the experts stipulated in the contract or acts as a procurement agent.



Technical offer: the part of a tender which contains all non-financial elements of the tender, required by the tender dossier. The technical offer must not contain any financial indications.

Tender dossier: the dossier compiled by the Contracting Authority, containing all the documents needed to prepare and submit a tender.

Tenderer: any natural or legal person or consortium submitting a tender with a view to concluding a contract.

Terms of Reference (ToR): a document drawn up by the Contracting Authority setting out its requirements and/or the objectives in respect of the provisions of services, specifying, where relevant, the methods and resources to be used by the Consultant and/or results to be achieved.

Transparent procedures: whether you apply for a grant directly from the Commission or through a national programme co-financed by the EU, or you take part in a call for tender to deliver services or products to an EU institution, you will benefit from the same strict principles of transparency and equal treatment laid down in the Financial Regulation and its implementing rules. Transparent procedures also mean equal access to information. For more visit the [transparency](#) portal.

Useful links

EuropeAid Civil Society Helpdesk glossary

<https://webgate.ec.europa.eu/fpfis/mwikis/aidco/index.php/Category:Glossary>

EU Neighbourhood Info Centre glossary (others also online)

www.enpi-info.eu/main.php?id=403&id_type=2

Information about Calls for Proposals (EuropeAid & EU Delegations)

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1224846858672&do=publi.welcome&userlanguage=en>

FAQ to Grants

http://ec.europa.eu/europeaid/work/procedures/faq/grants_en.htm

FAQ for Global Calls for Proposals under the Thematic Programmes

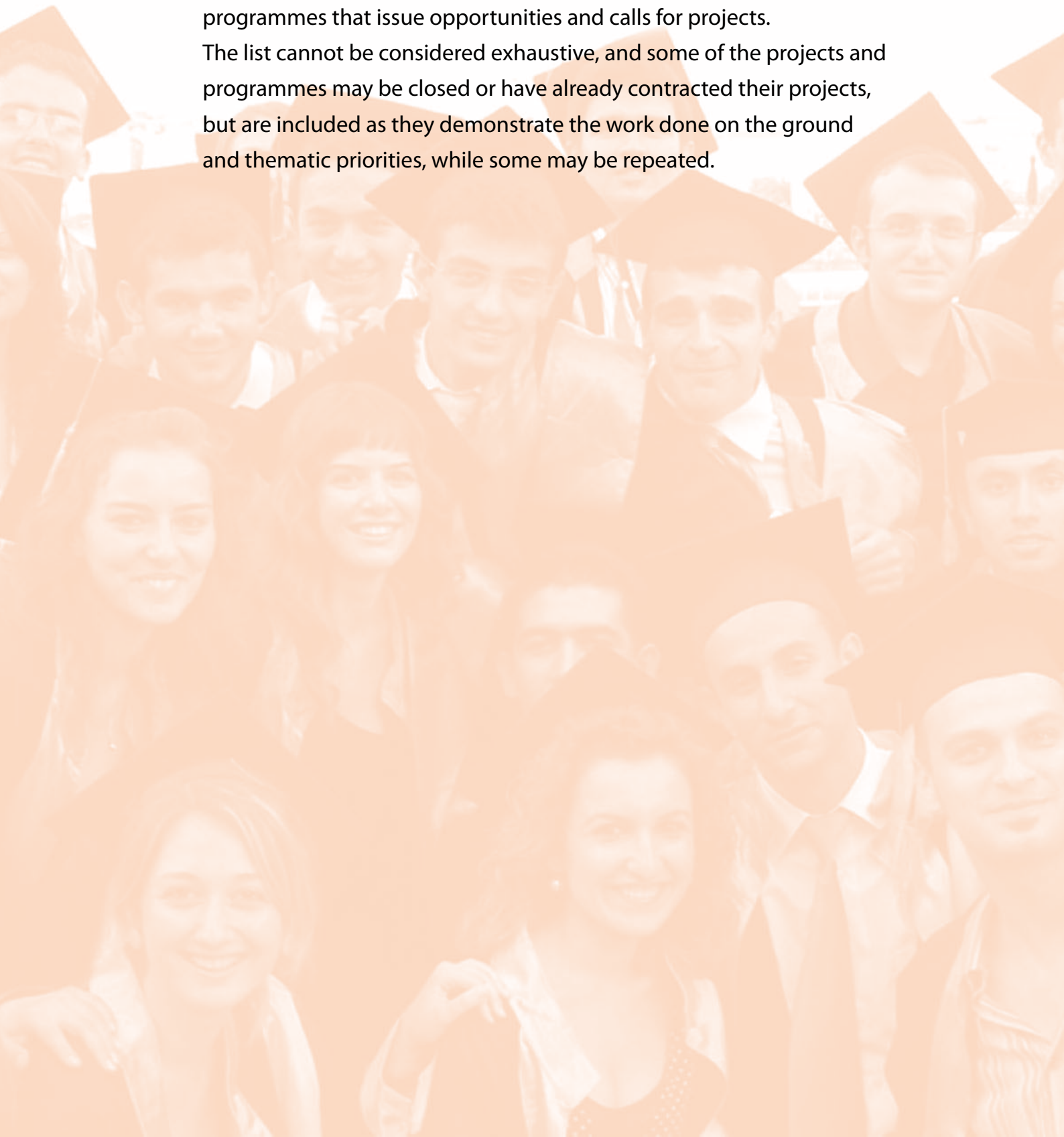
http://ec.europa.eu/europeaid/work/funding/documents/faq-global-calls_en.pdf

Project Cycle Management Guidelines (2004)

http://ec.europa.eu/europeaid/multimedia/publications/documents/tools/europeaid_adm_pcm_guidelines_2004_en.pdf



A list of Programmes with ongoing calls for proposals



This section aims at giving an indication of the range and type of programmes that issue opportunities and calls for projects. The list cannot be considered exhaustive, and some of the projects and programmes may be closed or have already contracted their projects, but are included as they demonstrate the work done on the ground and thematic priorities, while some may be repeated.



Business

East Invest
www.east-invest.eu

Civil society and local authorities

Neighbourhood Civil Society Facility
www.enpi-info.eu/main.php?id=26930&id_type=1
Non-State Actors (NSA) & Local Authorities in Development
http://ec.europa.eu/europeaid/how/finance/dci/non_state_actors_en.htm

Culture and media

Eastern Partnership Culture Programme
www.euroeastculture.eu/
Anna Lindh Foundation for Inter-Cultural Dialogue (ALF)
www.euromedalex.org/
MEDIA Programme
<http://ec.europa.eu/media>
MEDIA Mundus
http://ec.europa.eu/culture/media/mundus/index_en.htm

Education

Erasmus Mundus
http://eacea.ec.europa.eu/erasmus_mundus/index_en.php
Life-long Learning Programme (LLP)
http://eacea.ec.europa.eu/llp/index_en.php

Environment

Environment and Sustainable Management of Natural Resources, including Energy (ENRTP)
http://ec.europa.eu/europeaid/how/finance/dci/environment_en.htm
Instrument for Nuclear Safety Cooperation (INSC)
http://ec.europa.eu/europeaid/how/finance/nsci_en.htm

Human Rights

European Instrument for Democracy and Human Rights (EIDHR)
www.eidhr.eu

People to people

Spring programme
http://ec.europa.eu/europeaid/documents/aap/2011/af_aap-spe_2011_enpi-s.pdf
Investing in people
http://ec.europa.eu/europeaid/how/finance/dci/investing_en.htm

Migration and asylum

Cooperation in the areas of migration and asylum
http://ec.europa.eu/europeaid/how/finance/dci/migration_en.htm

Research

7th Framework Programme for Research
http://cordis.europa.eu/fp7/home_en.html

Youth

Youth in Action
http://ec.europa.eu/youth/youth-in-action-programme/overview_en.htm
EuroMed Youth IV
www.euromedyouth.net/
Eastern Partnership Youth Window
http://ec.europa.eu/youth/orphans/eastern-partnership-youth-window_en.htm



Opportunities and Guides





EU Neighbourhood Info Centre

Webpage Opportunities South

www.enpi-info.eu/list_type_med.php?&id_type=4

Webpage Opportunities East

www.enpi-info.eu/list_type_east.php?&id_type=4

LinkedIn group

www.linkedin.com/groups/EU-Neighbourhood-Info-Centre-Jobs-4218144?home=&gid=4218144

Info Centre Handbooks

A Journalist's Handbook

www.enpi-info.eu/main.php?id=480&id_type=9&lang_id=450

A Photographer's Handbook

www.enpi-info.eu/main.php?id=503&id_type=9&lang_id=450

Writing to Grab Attention Handbook

www.enpi-info.eu/mainmed.php?id=568&id_type=9&lang_id=450

Multi-Country Cooperation Instruments and Thematic Tools supporting change

www.enpi-info.eu/mainmed.php?id=309&id_type=9&lang_id=450

EU Publications

Beginners Guide to EU Funding – 2012 edition (including Neighbourhood)

http://ec.europa.eu/budget/biblio/publications/publications_en.cfm#new_funds

Practical Guide to Contract Procedures for EU External Actions (2012)

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

Pador guides (online registration for grants)

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

FAQ For Global Calls for Proposals under the Thematic Programmes

http://ec.europa.eu/europeaid/work/funding/documents/faq-global-calls_en.pdf

New Funds, Better Rules (2008) -

General publication with overview of new financial rules and funding opportunities 2007-2013

http://ec.europa.eu/budget/library/biblio/publications/funds_rules/pack_rules_funds_en.pdf

EuropeAid online

DG EuropeAid

http://ec.europa.eu/europeaid/index_en.htm

EuropeAid overview of ENPI and financing:

http://ec.europa.eu/europeaid/where/neighbourhood/overview/index_en.htm

EuropeAid Funding

http://ec.europa.eu/europeaid/work/funding/index_en.htm

Current calls for proposals and procurement notices:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1248940093816&do=publi.welcome&userlanguage=en>

Online registration for grants' applicants

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm



Agenda for Change

http://ec.europa.eu/europeaid/news/agenda_for_change_en.htm

Commission communication on EU budget support for non-EU countries

http://ec.europa.eu/europeaid/how/delivering-aid/budget-support/documents/future_eu_budget_support_en.pdf

Capacity 4 Developmen

<http://capacity4dev.ec.europa.eu/>

European Commission online

European Commission Grants

http://ec.europa.eu/grants/index_en.htm

European Commission Public contracts:

http://ec.europa.eu/public_contracts/index_en.htm

European Neighbourhood Policy: Funding

http://ec.europa.eu/world/enp/funding_en.htm

EU grants, funds and programmes – by category

http://ec.europa.eu/contracts_grants/grants_en.htm

Who to contact about EU funding

Enterprise Europe Network

<http://portal.enterprise-europe-network.ec.europa.eu>

600 partner organisations in more than 40 countries.

Europe Direct

• call : 00800 6 7 8 9 10 11

• visit your local Europe Direct centre:

<http://ec.europa.eu/europedirect>

• send an e-mail or contact an operator on-line:

<http://ec.europa.eu/europedirect>

This handbook aims at familiarising those interested in EU funding with basic information on how it is channelled, who is involved and their role, and what are the policies behind the funding. It also provides links to where one can find out more.

The handbook can by no way be considered exhaustive, as many Directorates General (DGs) are also involved in the Neighbourhood and fund projects and programmes, while much funding is allocated bilaterally through the EU Delegations.

Stay connected



www.enpi-info.eu



A project implemented by
Actionglobalcommunications

EU Neighbourhood Info Centre
An ENPI project

The EU Neighbourhood Info Centre is an EU-funded Regional Communication project highlighting the partnership between the EU and Neighbouring countries. The project is managed by Action Global Communications.