



## CALL FOR PROPOSALS

### **CEI Know-how Exchange Programme (KEP) financed by Austria through the Austrian Development Agency**

***Deadline: 1 March 2010***

The CEI is glad to announce the first Call for Proposals for the CEI Know-How Exchange Programme. The projects will be co-financed with funding made available by Austria through the Austrian Development Agency.

## **Background Information**

---

### **1. The Central European Initiative**

The Central European Initiative (CEI) is an intergovernmental organisation composed of 18 Member States: Albania, Austria, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Italy, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Ukraine. From the very beginning, the main aim of the Initiative was to help the countries in Central and Eastern Europe in their transition process and their efforts at approaching the EU. Although the CEI is not a major donor organisation, it disposes of several funds which are used to promote projects in diverse sectors of activity. The accession of five CEI Member States to the EU in May 2004 and 2007 has shifted the CEI focus towards those Member States which remain outside of the EU. By developing and implementing various projects and programmes, the CEI assists its Member States in a demand-driven manner.

### **2. The Know-how Exchange Programme (KEP)**

The Know-how Exchange Programme (KEP) is a grant facility, created in 2004 to support transfer of best practice and transformation experience from the EU to the non-EU CEI Member States.

By financing capacity building and technical assistance projects, the KEP offers grants to institutions willing to share their experience with their partners in the non-EU CEI Member States, thus helping non-members to advance on their path towards EU standards and policies. The Programme supports projects which are in accordance with the priorities of the recipients and that comply with their own strategies of development.

The KEP funding is aimed to support activities such as: on-the-job training, secondment of staff, study tours, peer review missions, assistance in the preparation of strategic documents, technology transfer, technical assistance and other interventions which promise efficient and effective transfer of a given know-how.

# Eligibility Criteria

---

## 1. Applicants

As a rule, any project co-financed under the CEI KEP must be managed by the organisation which plays a role of know-how donor in a given project. In case of applications where an international organisation facilitates cooperation between the donor and the recipient institution, the CEI grant shall be transferred to and managed by such international body.

The know-how donor(s) shall be from CEI Member States being a member of the European Union, i.e. Austria, Bulgaria, Czech Republic, Hungary, Italy, Poland, Romania, Slovakia and Slovenia.

The following types of applicant are eligible to apply: all public and private sector bodies, international and non-governmental organisations (NGOs) operating in the public interest, e.g. national, regional and local authorities, education/research institutions, environmental organisations, Public-Private Partnerships, etc.

## 2. Recipients

The know-how recipients shall be from CEI Member States which are not members of the European Union, i.e. Albania, Belarus, Bosnia and Herzegovina, Croatia, Macedonia, Moldova, Montenegro, Serbia, and Ukraine.

## 3. Implementation period

The projects should be implemented by the end of February 2011, taking into account that the final project report should be submitted to the CEI Executive Secretariat (CEI-ES) by the end of March 2011.

## 4. Activities

The eligible activities include: on-the-job training, secondment of staff, study tours, peer review missions, assistance in the preparation of strategic documents (e.g. development plans, reforms, strategic studies, etc.), technology transfer, technical assistance and other interventions which promise efficient and effective transfer of a given know-how.

## 5. Priority sectors

The precedence will be given to projects responding to KEP priority sectors and promising an investment related impact.

The KEP priorities are grouped into three thematic blocks:

- European Integration, Capacity Building and Market Economy
- Infrastructure Planning and Development
- Agriculture, Energy, and Environment

More information on the current priority sectors can be found at [www.ceinet.org/KEP](http://www.ceinet.org/KEP).

## 6. Grant ceiling

The following rules of the grant ceiling shall apply: the grant rate shall not exceed 50% of the total cost of a given project and the maximum grant amount allocated to a single project cannot exceed EUR 40.000. Any exceptions to this rule shall be recommended by the CEI Executive Secretariat (CEI-ES) and subject to the approval of the Committee of National Coordinators (CNC). The funds available for this Call will be around 100.000 euro.

# Selection procedure

---

## 1. Appraisal

The CEI-ES shall assess the proposals on the basis of their responsiveness to objectives and priority areas of the Programme, its Rules and Procedures, and by taking into account the availability of funds.

During the project appraisal, the CEI-ES may request additional documentation or amendments to the application and/or any other document submitted by the applicant. Clarifications and/or amendments must be done by the applicant in writing by standard electronic means.

The National Coordinators may provide guidance to the applicants on project improvement through the CEI-ES before applications are submitted to the CNC meeting.

## 2. Approval

The decision on the approval or rejection of eligible projects will be taken by the CNC at its first upcoming meeting, taking into account evaluation and recommendations prepared by the CEI-ES.

## 3. Award of grant

After approval of the project by the CNC, the applicant will be informed on the amount of the approved CEI contribution and conditions on which the grant will be reimbursed.

# Terms of participation

---

## 1. Application form

The applicant shall complete the KEP application form in accordance with the instructions provided in the form and in the current Rules and Procedure. The version of the application form as well as the Rules and Procedures can be downloaded from the following address: [www.ceinet.org/KEP](http://www.ceinet.org/KEP).

## 2. Submission

The application and supporting documents shall be submitted by the 1 of March 2010 in electronic format to the CEI-ES ([birnbaum@cei-es.org](mailto:birnbaum@cei-es.org)) and to the CEI National Coordinator in the applicant's country. Contact details of the CEI National Coordinators are available at: [www.ceinet.org](http://www.ceinet.org)

## 3. Deadlines

The deadline for submitting the proposals is 1 March 2010.

## 4. Contact

Bogdan-Iustin Birnbaum  
Assistant  
Central European Initiative - CEI  
Executive Secretariat  
Via Genova 9  
I - 34121 TRIESTE

[birnbaum@cei-es.org](mailto:birnbaum@cei-es.org)

Tel. +39 040 7786 746

Fax +39 040 7786 783