
– CALL FOR APPLICATIONS –
2016/2017
FOR AD HOC MEMBER-TO-MEMBER PROJECTS
AND AD HOC SMALL SCALE CONSULTANCY PROJECTS

In order to promote the exchange of technical information and best practices among its Members and to expand the in-house consultancy, research and advisory capacity of the organization, in 2015 ERRA established **limited number of subsidies** for the ERRA Ad Hoc Member Projects and Ad Hoc Consultancy Projects, as part of the ERRA Workplan. Based on the success of the 2015/2016 programs ERRA is offering subsidies for the above programs in its 2016/2017 Workplan period. (The program is entirely funded from ERRA's annual budget based on the decision of the Presidium.)

The total value of the funds is EUR 10, 000 available for the Workplan period of May 2016-April 2017 as follows:

- ***Ad Hoc Member-to-Member Projects: EUR 5,000***
- ***Ad Hoc Small Scale Consultancy Projects: EUR 5,000.***

Ideally, each subsidy is limited in the maximum value of EUR 2,500.

1. ELIGIBLE PROGRAM TYPES

1.1. Member-to-Member Projects

1.1.1. Joint Members Projects

- Definition:** Joint member projects are tools to engage two or more member regulators in various types of regulatory projects.
- Purpose:** The purpose of these projects is to enhance member-to-member collaboration and to contribute to the possible formation of collaborative initiatives with mutual interest.
- Format:** Projects may include small workshops and seminars, ad hoc task forces, case studies or other publications.
- Possible Scope:** Topics might cover issues related to cross border trade regulation, regional market integration, etc.
- Participants:** Joint member projects shall not involve individual member regulators but teams of experts, specific sections and/or departments of regulatory organisations.
- Project Leader:** These projects shall have one project leader approved by all participating member organisations.
- Duration:** Duration of the projects may vary.

1.1.2. Twinning Projects

- Definition:** Twinning projects are instruments facilitating bilateral cooperation among member organisations with the ideal principle of reciprocity.
- Purpose:** The aim of the twinning projects is to share good regulatory practices developed in the ERRA countries. The purpose is not to foster general cooperation but to result in delivering specific results.
- Format:** Twinning projects can have the nature of education or study tours.
- Possible Scope:** Topics might be on general regulatory issues but ideally they should focus on specific areas of regulation.
- Participants:** Twinning projects shall not involve individual member regulators but expert teams, entire sections and/or departments of regulatory organisations.
- Project Leaders:** Twinning projects shall have project leaders from both partner organisations backed by expert teams.
- Duration:** The duration of the projects should be minimum 1 month.

1.1.3. Expert Exchange/ Internship Projects

- Definition:** Expert exchange and internship projects are instruments improving the capacity of individual regulatory staff of member organisations by learning new regulatory skills and through collaboration with peer colleagues.
- Purpose:** The purpose is to develop regulatory capacities of individual regulators.
- Format:** Projects are implemented between two member organisations by one member hosting a regulatory staff person of another (guest) member for the period of 1-4 weeks.
- Possible Scope:** Ideally, the guest regulator should learn regulatory capacities in one particular field of regulation and not on general level.
- Participants:** Staff members of regulatory organisations ideally with a few years of experience at the regulator.
- Project Leaders:** N/A
- Duration:** 1-4 weeks.

1.2. Ad Hoc Consultancy Projects

- Definition:** Small scale consultancy projects are tools to expand the in-house consultancy, research and advisory capacity of ERRA.
- Purpose:** Small scale ad hoc consultancy projects should tackle one particular or specific regulatory issue of the member organization with the assistance of consultants preferably from the registered Pool of ERRA Experts. (If no suitable consultant is available in this database, Secretariat will approach other experts available to ERRA in consultation with the applicant member organization.)
- Format:** Projects are implemented within one member organization with the assistance of a selected consultant or consulting company.
- Possible Scope:** Ideally, the member regulator will receive solution on an ongoing particular/ specific regulatory issue at the organization.

- Participants:** Selected Consultant or Consulting Company (the most suitable consultant will be determined by ERRA – in consultation with the applicant) and a coordinator from the regulatory organisation, ideally with a few years of experience at the regulator.
- Project Leader:** N/A
- Duration:** 2-4 weeks.

2. APPLICATION PROCESS

2.1. ERRA Member applicants should submit:

- 2.1.1. **application form** (should be sent to secretariat@erranet.org);
- 2.1.2. a **short project description** ;
 for Ad Hoc Member-to-Member Projects (3-4 pages):
- ✓ information on why the two or more organizations would like to partner with each other;
 - ✓ specific issues, topics, best practices that will be discussed;
 - ✓ a description of key personnel to be involved in the project, highlighting the possible project leaders;
 - ✓ applicability of the topic to other member countries;
 - ✓ to what extent the topic addresses regional issues;
 - ✓ concrete output and results;
 - ✓ a preliminary program agenda;
 - ✓ and proposed timeline.
- for Small Scale Consultancy Projects (2-3 pages):
- ✓ scope of the proposed ad hoc consultancy;
 - ✓ purpose of the ad hoc consultancy and expected result;
 - ✓ background and experience of the proposed consultant;
 - ✓ possible applicability of the final product to other members;
 - ✓ proposed timeline.
- 2.1.3. a **budget** detailing the program they are proposing.
- ✓ The detailed budget should cover all associated costs.
 - ✓ Please indicate if there are costs to be covered by your organization.

2.2. Timeline:

September 30, 2016	Deadline for submitting the applications. Applications should be addressed to ERRA Secretariat and sent in electronic format in English or Russian to: secretariat@erranet.org
October 30, 2016	Announcement of the results of the applications.
April 30, 2017	Final report of approved projects to be submitted to Secretariat.

3. ELIGIBILITY CRITERIA

- ✓ applicant organization(s) must be ERRA member(s) who paid their membership dues for the past 2 years;
- ✓ the proposed topics must be relevant to the current regulatory situation in the applicant country(s);
- ✓ the project must be fully implemented within the above mentioned workplan period;
- ✓ one member can apply only once and for only one project within the given workplan period;
- ✓ projects shall be presented and endorsed by all participating parties.

4. ALLOCATION OF THE FUNDS

The allocation of the funds is the responsibility of the ERRA Presidium. Ideally the funds are allocated to 4 projects/ workplan period, each in the value of 2,500 EUR. The ERRA Presidium has the power to allocate the eligible value/ project at its own discretion. In case the total amount of the submitted applications exceeds the available total value of the funds, the applicants may be asked to contribute to the project financially.

5. EVALUATION CRITERIA

- ✓ Relevance of the topic to the current regulatory situation in the applicant country(s);
- ✓ Quality of the proposed project;
- ✓ Applicability of the topic to other member countries;
- ✓ To what extent the topic addresses regional issues;
- ✓ Potential financial contribution of the applicant(s);
- ✓ Potential for continued collaboration;
- ✓ Coherence and consistency of the budget;
- ✓ Number of countries involved in the project (in the case of joint member projects only!)

6. FINANCIAL CRITERIA, BUDGET AND ARRANGEMENTS FOR REIMBURSEMENT

6.1. **The proposed budget can include expenses such as:**

- ✓ Travel subsidy (air ticket, airport transfer and accommodation costs) of the participating stakeholders.
- ✓ Consultant honorarium in case of invited outside consultant(s).
- ✓ Meeting functions (room rental fee, AV costs, interpretation costs).
- ✓ No other expenses will be approved!

6.2. **The proposed budget cannot include expenses such as:**

- ✓ Staff time or salary of participating member regulators
- ✓ Meals and social functions (coffee breaks, lunches, social programs, dinners, sightseeing tours)

Important:

- ✓ ERRA will not make logistical arrangements for the travel, accommodation and program matters of the exchange programs. It is the responsibility of the applicant(s)!

6.3. **Payment schedule:**

Once an application is approved by the Presidium, the Secretariat will reimburse approved project expenses according to the following schedule:

6.3.1. ***50% pre-payment of the total approved budget upon:***

- ✓ submission of an invoice issued by the applicant (in case the member regulator is in the legal position to issue invoices)
- or
- ✓ submission of full copies of the invoices collected from the vendors (such as hotels, airlines, travel agencies, etc.) In case invoices are in other language than English, translation into English must be provided.

6.3.2. ***50% post-payment of the total budget upon:***

- ✓ submission of the Final report
- and
- ✓ submission of an invoice issued by the applicant (in case the member regulator is in the legal position to issue invoices)
- or

- ✓ submission of the invoices collected from the vendors (such as hotels, airlines, travel agencies, etc.) In case invoices are in other language than English, translation into English must be provided.

Important:

- ✓ ERRA is unable to make direct financial reimbursement to individual participants (regulatory staff etc.)!
- ✓ No payment shall be effected without properly issued invoice and without English translation!
- ✓ ERRA will make payments within 30 days of receipt of invoices – if invoices meet requirements!

7. FINAL REPORT

The final report shall be submitted based on a template and in a format and quality that makes it possible to post on the ERRA website and share the collected information with other members. The expected length of the report is between 5-10 pages. The report can be submitted in English or Russian language. The following must be reflected in the final report:

- ✓ topics discussed
- ✓ lessons learned
- ✓ possible impacts
- ✓ and other conclusions
- ✓ recommendations
- ✓ Appendix: agenda and participants of the program, photos taken during the program

After the closure of a project ERRA has the right to share the written outcomes with all ERRA Members and/ or make it available to the public.

Applicant(s) are obliged to present the outcomes of the project during a Chairmen or Committee Meeting or may be proposed to publish the results in a public document or video summary (the technical assistance will be provided by the ERRA Secretariat).

In case of any papers, publications or resumes prepared as a result of the above projects, authors shall acknowledge the support of ERRA in the realization of the projects.

For more information, please contact the ERRA Secretariat at secretariat@erranet.org or visit [http://erranet.org/Committee-WG/Member-to-Member Projects](http://erranet.org/Committee-WG/Member-to-Member%20Projects).