



Terms of Reference

Targeted Call for EU-EaP Twinning Teams

30.08.2016

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1. Background Information

Within **The International Cooperation Network for Eastern Partnership Countries (IncoNet EaP) project**, a third call for proposals for “**twinning grants**” will be launched in September 2016.

This funding instrument represents one of the core project activities and has so far been implemented very successfully in two rounds.

Within the **first call**, 16 proposals were submitted and eleven projects have been funded. Several HORIZON 2020 project proposals have been elaborated so far. By now, one of these proposals was selected for funding. Within the **second call**, seven submitted proposals were found eligible and four projects have been funded.

Even in those cases where no project proposals have so far been submitted, the instrument of the twinning grants have generally been very much welcomed. The grants are seen as a very efficient tool for consortia building and commencing sustainable international scientific collaboration projects. At the same time, this instrument is very efficient and easy to handle and the administrative burden is low.

Due to the new developments in the EaP region (signature of Association Agreements to HORIZON 2020 of Georgia/April 2016 and Armenia/May 2016) and taking into consideration the success of the first two calls, a new round of twinning among projects shall be started. The intention is to boost the participation of newly associated countries (ACs) in HORIZON 2020 consortia. At the same time, the call will be open to the other EaP countries as well (apart of Armenia and Georgia, these countries are: Azerbaijan, Belarus, Moldova, and Ukraine). The new twinning projects will receive financial support for the organisation of preparatory meetings of research teams wishing to apply for HORIZON 2020 funding. Twinning projects should address open or forthcoming calls in the 2016-2017 Work Programmes for Energy, Climate Change and Health.

The support will be given in the form of lump sums of 2,000 Euro for each twinning project.

The grants may be used for costs related to the organisation of preparatory workshops and meetings, including for travel costs.

The timeline is:

| | |
|--------------------------|-----------------------------------|
| Publication: | Early September 2016 |
| Dead-line for proposals: | 30 September 2016 |
| Duration of projects: | 15 October until 30 November 2016 |
| Payment of lump sums: | November 2016 |

IncoNet EaP Project Consortium

The IncoNet EaP consortium comprises 19 renowned institutions from EU MS/AC as well as from all countries of the EaP. The project's scientific coordination lies with CeRISS, the Centre for Regional and International STI Studies and Support, Greece and ZSI – Centre for Social Innovation, Austria.

For more information on all partners, take a look at: <http://www.inco-eap.net/en/392.php>.

2. Call Content

2.1 Call Objectives

The main goal of the targeted call 'EU-EaP twinning grants' is to endorse the identification of EU and EaP cooperation teams and to support the preparation for proposals for open and upcoming calls of the HORIZON 2020 EU programmes focusing on the three societal challenges:

1. Climate change
2. Health
3. Energy

2.2 Call Budget and Call Modalities

Twinning teams will be supported with lump sums of **2,000 EUR** per successful application.

The grant can cover the following expenses:

- a. Travel expenses (air/economy and train/2nd class)
- b. Accommodation
- c. Technical and/or logistical support for the preparation of meetings or workshops

The budget will not cover staff costs.

The Twinning Teams accept that they may be reviewed by the European Commission at any time. To allow for a financial review of grants, the coordinator of the twinning team is requested to keep all necessary documents (invoices, receipts, etc.) for all supported expenses and archive them until 01.12.2019. The following documents need to be kept by the coordinator of each twinning team in case the European Commission will request proofs for the spending:

- a. Travel expenses: copies of all receipts as well as the original boarding passes
- b. Accommodation invoices
- c. Other expenses: documents proving organised events (such as workshops) (e.g. agenda; attendance lists, etc.)

All accounting must be in compliance with the legal norms of the respective countries and the usual accounting practices of the respective organisations.

2.3 Eligible Applicants and Project Consortium

Participants in the call can be researchers from:

- Universities
- Research Institutes
- Companies with RTD activity and expertise related to the scientific fields of the 3 Societal Challenges (see 2.1)
- Project coordination and consulting organizations with experience in bilateral and multilateral cooperation between EU MS/AC and countries of the EaP

A **twinning team** must comprise at least **partners from two organisations** with one partner necessarily from an EU member state or country associated to HORIZON 2020 and one from a country of the EaP (Azerbaijan, Armenia, Belarus, Georgia, Moldova, Ukraine). One of the EU team members must be designated as “coordinator”. The budget will be administered by the coordinator. The coordinator serves as contact person for the IncoNet EaP call secretariat. The coordinator is responsible for the financial administration of the twinning grant (see 2.2)

The Inco EaP project will only support twinning teams that imperatively includes a preparatory meeting among representatives of the partner organizations within the period 15 October until 30 November 2016. This meeting should be used to prepare a HORIZON 2020 project proposal and to work on the scientific/administrative details of the proposal.

In addition, it is possible for the twinning teams (depending on the twinning teams and upon agreement with the IncoNet EaP secretariat) to participate in preparatory meetings of already existent EU consortia in order to establish a cooperation for a common application to a HORIZON 2020 Call.

2.4 Duration

The twinning project should be implemented within the period from within the period from 15 October until 30 November 2016.

2.5 Deadline

The deadline for applications is **30 September 2016**.

3. Eligibility of Applications

Applications for supporting EU-EaP twinning teams from the EU MS/AC and countries of the EaP must:

- Be in the scope and in the thematic focus of the call as described in Section 2.1
- Comply with the funding requirements as specified in Section 2.3. More specifically:
 - a) Include information about the use of the requested budget from IncoNet EaP /Financial Plan (see the attached excel file)
 - b) Include information on the preparatory meetings (place, time, number of participants, the actions for the preparation of the joint proposal etc.).
- Meet the consortium composition requirements as specified in Section 2.3 by including the following points:
 - a) Description of the member organisations, names and contact details of the twinning researchers, name of the project coordinator.
 - b) Information on the selected call within HORIZON 2020, for which a new proposal is intended or being prepared.
Note: If your proposal is not related to the three Societal Challenges (Health, Energy, Climate Change), your application for “Twinning among Projects” grants will be not eligible.
 - c) Information on the scientific basis for the proposal (state of the art concerning the specific research topics, gaps to be filled in the current knowledge, relevance of proposed activities) and the expected impact of the research
 - d) A (brief) description of experience in previous S&T projects.
 - e) A list of up to 5 publications per partner.
- Meet the submission deadline as specified in Section 2.5.
- Comply with the submission procedure as specified in Section 6
- Be complete according to the rules described in these Terms of Reference
- Be submitted in English

4. Evaluation and Selection of Applications

The EU-EaP twinning applications will be evaluated on the basis of the following criteria:

- Accordance with formal criteria as defined in section 3
- Relevance to the aims specified in this call and in the selected HORIZON 2020 call, thematic priorities and compliance with the specified formal requirements
- Quality of the research approach
- Contribution to the promotion and intensification of EU-EaP cooperation in research and innovation
- Expertise and experience of the partners

5. Funding Agreement and Rules

If the application has been successful, the team coordinator (appointed in advance) will sign an agreement as a confirmation of his obligations. The coordinator will be informed about the reporting procedures and the deadlines. The coordinator will administer the budget as a whole. The twinning team partners are responsible for the repartition of the funds amongst themselves.

The overall grant will be transferred as a lump sum of 2,000 Euro in November 2016.

Should the twinning team refrain from using parts of the granted funds, it will be asked to retransfer the money to the donor within six weeks after providing the final report.

6. Submission of Grant Applications

The EU-EaP twinning grant application should be submitted via e-mail to DLR:

Joern.Gruenewald@dlr.de

Application forms can be found on www.inco-eap.net/ and www.increast.eu.