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Directorate-General for Logistics and Interpretation for Conferences

Call for proposals

Financial support for training in conference interpreting

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1. Objectives

The Directorate-General for Logistics and Interpretation for Conferences (DG LINC) of the European Parliament provides and manages interpretation services for all meetings organised by the European Parliament, as well as other institutions and bodies within the framework of inter-institutional cooperation. As a world leader in conference interpreting provision, it ensures that the proceedings of the European Parliament can be followed in real time by Members of Parliament and by citizens in all official languages of the European Union. For this purpose, DG LINC collaborates with universities and organisations specialising in conference interpreter training to ensure the availability of a sufficient number of qualified conference interpreters to cover the service needs. The quality standards applied by DG LINC to assess training courses and the possible forms of cooperation between DG LINC and the universities are laid down in the Memorandum of Understanding on the training of conference interpreters¹.

Through the programme of grants, DG LINC wishes to support the following actions in the field of interpretation:

- a) The promotion of quality and linguistic diversity in the teaching of interpreting in the official languages of the EU, of the candidate countries and of the main political partners of the Union;
- b) The establishment of postgraduate centres of excellence;
- c) Cooperation among postgraduate courses from different European, candidate and third countries offering relevant language combinations;
- d) Regional cooperation among universities with complementary language regimes and
- e) Integration of modern information and communication technologies in the training of conference interpreters.

2. Types of projects sought and indicative budget distribution

Applicants are invited to submit project proposals corresponding to one of the following action lines:

- a) Organisation of high-quality master or post-graduate courses in conference interpreting

Total indicative budget foreseen for the proposals submitted to this action line:
350.000€

¹ <http://www.europarl.europa.eu/interpretation/en/universities/criteria-for-cooperation.html>

b) Promotion of excellence in conference interpreter training, cooperation among universities training conference interpreters and research into technical developments in the area of conference interpreting. Project proposals submitted for action line (b) may combine several activities, such as:

- networking activities and management of structures for cooperation between the centres of excellence in conference interpreter training
- organisation of student/teacher mobility
- organisation of train the trainers activities
- organisation of e-learning/virtual coaching activities
- integration of innovative training content and tools in interpreter training

Total indicative budget foreseen for the proposals submitted to this action line:
150.000€

3. Timetable (indicative)

Deadline for submitting applications: 18 May 2018

Evaluation of proposals: June-July 2018

Notification of results to applicants: End of July 2018

Conclusion of grant agreements: August – September 2018

Starting date of the action: not earlier than submission of the application

Ending date of the action: 31 July 2019 at the latest

4. Procedure for submission of proposals

Applications must be presented on one of the **Grant Application Forms** annexed to this call for proposals. The format and titles may not be changed or removed; additional pages may be added where necessary. The applications will preferably be drafted in English, German or French and must be complete, signed and dated. The supporting documents may be in the language of the country concerned.

Applications must be submitted in paper form, in a sealed envelope **by express courier** to the following address:

European Parliament/DG LINC
Mr Marcin FEDER
Acting Head of Unit for Multilingualism and Succession Planning
'Grant applications 2018/2019'
WIM 02 Z 072
Rue Wiertz 60
B – 1047 Brussels (Belgium)

In addition, applicants are invited to provide **an electronic copy of their application** (on USB or CD).

The paper copy of the application shall be considered as the authentic application and shall prevail over the electronic copy.

Applications must be submitted by **18/05/2018**. Applicants must ensure that the date on the deposit slip is not later than the deadline date and that the date is clearly visible and readable. Failure to comply with the above requirements may lead to the rejection of the application.

5. Eligible applicants

- Universities, university institutes, consortia and associations of universities or institutes, which offer or coordinate postgraduate courses specialising in conference interpreting.
- Associations, consortia and bodies, whose main mission is to support cooperation and disseminate best practices in the field of worldwide conference interpreter training.

Teaching establishments must be approved by their national authorities as public or private bodies charged with a public task of teaching and organising courses at master or postgraduate level in the field of conference interpreting. If the applicant is not a teaching establishment, its mission must nevertheless be related to the objectives of this programme and be recognised by the national authorities where it is established.

Applicants must be legally established in one of the Member States of the European Union, in one of the EFTA countries² or in a candidate country for membership of the European Union³. Consortia of eligible applicants may include Universities or university institutes based in other countries provided that their participation in the project is limited to a maximum of 15% of the total budget per body.

6. Exclusion criteria

Applicants and affiliated entities will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

² Iceland, Liechtenstein, Norway and Switzerland.

³ Albania, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey.

- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
- e) has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

7. Selection criteria

Financial capacity

- Applicants must have stable and adequate financial resources to maintain their activities during the period of implementation of the action.
- Financial capacity of associations and consortia must be commensurate with the scale, duration and the planned execution of expenditure under the proposed action.

The financial capacity will be evaluated on the basis of the information provided under Annex V (financial capacity) of the application form.

Operational capacity

Applicants must have the professional skills and qualification required to provide specialised training at the required professional level. They must have:

- Appropriate human resources, including professional qualified trainers and proven project management capacities; and
- The logistical infrastructure necessary to complete the project, including the necessary financial controls.

In addition, associations or consortia must demonstrate that they have the appropriate organisational capacity or relevant experience to manage projects involving several partners. The operational capacity will be evaluated on the basis of the information provided by the candidate in the application form.

8. Grant award criteria

Only projects which have satisfied the requirements of the eligibility, exclusion and selection criteria will be considered for further evaluation by the evaluation committee on the basis of the following award criteria.

a) Actions related to the organisation of post-graduate courses in conference interpreting

1. Relevance to priority needs for languages of the European Parliament and the EU institutions and bodies for which it provides interpretation services – **max. 25 points**;

The aim of DG LINC is to assist the training of interpreters of high quality for the language combinations for which a short- or long-term need have been identified. The language priorities identified are listed in the table below. Applicants should also consider the language profiles for accreditation tests, which can be found at http://europa.eu/interpretation/doc/lang_profiles_in_demand.pdf

Priority	Active languages (A)
1 st Priority	DA, GA, HR, MT
2 nd Priority	FI, NL
3 rd Priority	AR, BG, CG, CS, DE, EN, ET, FR, IT, MK, RO, SK, SQ, SR, SV, TR
4 th Priority	EL, ES, LT, LV, PT, SL
5 th Priority	HU, PL

2. Implementation of postgraduate conference interpreting training requirements, meeting generally accepted quality standards (European Master in Conference Interpretation or similar)- **max 25 points**;

Special attention will be given to the following quality criteria:

1. The course must be at post-graduate level. All applicants should have at least a BA degree or equivalent.
2. The course shall last between one and two academic years and between 60 and 120 ECTS (or equivalent) must be awarded.
3. The course must be run and designed and interpreting classes taught by practicing conference interpreters.
4. Applicants must pass an aptitude test before being admitted.

5. Students must receive at least 400 hours of training, 70% of which at least must be devoted to practical interpreter training.
 6. Self-training should represent at least 400 hours.
 7. Interim testing should be organised (for guidance purposes or eliminatory).
 8. Tuition in theory of interpreting and other subjects (public speaking, knowledge about international institutions, basic background knowledge in economics and law).
 9. The final diploma/certificate in conference interpretation should only be awarded if the candidate's competence in both consecutive and simultaneous interpreting in all working language combinations has been assessed and judged consistent with requirements for entry into the profession.
 10. The final examination juries should include external assessors who are also practicing conference interpreters, at least one assessor should have the target language as A language.
3. Experience in the field and employability record of graduates (if available) for the EU Interpretation Services – **max. 25 points**;
 4. Use of innovative technologies for training – *max. 15 points*;
 5. Co-operation with other universities – *max. 5 points*;
 6. Quality and efficiency of the project management (including appropriateness of the budget) – *max 5 points*.

Maximum total points: 100 points (for newly established courses criterion 3 will not be applied - maximum total points: 75 points).

b) Projects aimed at promoting excellence in conference interpreter training, cooperation among universities training conference interpreters and research into technical developments in the area of conference interpreting.

1. Quality, innovativeness and usability of the proposed project – *max. 35 points*;
2. Potential impact on the area of conference interpreting that can be achieved through the development, dissemination, accessibility and use of the project results, including potential benefit to the European Parliament and the EU institutions and bodies for which it provides interpretation services – *max. 30 points*;
3. Contribution to the objectives and expected results of the grant programme, as described in the work programme – *max. 30 points*;
4. Quality and efficiency of the project management (including appropriateness of the budget) – *max. 5 points*.

Maximum total points: 100 points

9. Evaluation of proposals and grant award

Proposals will be evaluated by an Evaluation Committee composed of at least three officials from different units/departments of the European Parliament. The proposals will be evaluated according to the grant award criteria (see point 8).

To be accepted a proposal should obtain at least 60% of maximum possible points.

The Evaluation Committee will establish two separate lists of accepted applications, ranked according to their merits:

- one list with project proposals responding to the action line a)
- one list with project proposals responding to the action line b)

If needed, the Committee will propose a sub-ranking between applications that are equally rated. In case budget remains available under one of the action lines, it may be re-distributed to the other action line. Any remaining unused amount is then used to fund remaining above-threshold proposals submitted to the other action line, in priority order starting from the highest scoring.

The Evaluation Committee may conclude not to recommend the co-financing of a project in its entirety or to reject some items of expenditure of the proposed budget, notably when these are considered irrelevant to the nature of the project and/or excessive in relation to the volume of work. The recommendations of the Evaluation Committee, properly documented, will be submitted to the authorising officer for the final award decision.

The applicants will be informed as soon as possible and in any case before end of July, of the outcome of the selection procedure.

10. General principles

- a) An application for a grant will **not be automatically successful**.
- b) An action may only receive **one grant** from the EU budget (non-cumulative award).
- c) A grant is a form of complementary funding, to promote European Union objectives, based on the principle of co-financing and may not finance the total cost of the action or generate profits.
- d) **Income and expenditure** of the proposed budget must be **detailed and in balance** and may not have the purpose or effect of generating a profit for the beneficiary. If the total amount paid as pre-financing by the European Parliament exceeds the final amount of the grant determined at the end of the action, any amounts overpaid by the European Parliament have to be reimbursed by the beneficiary concerned.
- e) Only **costs directly related and necessary** for the action may be co-financed.
- f) The European Parliament's **maximum rate of funding is 75% of total eligible costs**.
- g) **No grant** may be awarded **retrospectively** for actions already started or completed. However, should a grant be awarded, certain agreed costs incurred by the beneficiary, before the signature of the agreement are eligible for co-funding (e.g. aptitude tests, preparation of the course) provided that they are included and accepted in the grant

agreement. Costs incurred **prior to the submission date** of the application are not eligible for co-funding.

11. Contacts between applicants and institutions

- **Before the deadline for the submission of applications**

Questions regarding the grant application may be sent no later than 3 working days before the deadline for the submission of applications to the following e-mail address: LINC.grants@europarl.europa.eu.

The European Parliament will not respond to oral questions or questions submitted after the deadline.

In the interest of equal treatment of applicants questions and answers will be published on the website:

<http://www.europarl.europa.eu/aboutparliament/en/00beb2559e/Grants.html>

- **After the deadline for the submission of applications**

Where, due to an obvious clerical error on the part of the applicant, the applicant omits to submit evidence or to make statements, the evaluation committee shall, except in duly justified cases, ask the applicant to provide missing information or clarify supporting documents. Such information or clarifications shall not substantially change the proposal or alter the terms of the application.

12. Grant agreement and commitments of beneficiaries

Once a proposal is selected for funding, the beneficiary will receive the grant agreement (including the project description, the detailed budget and the templates of report forms). Only the agreement signed by both parties is legally binding.

The grant agreement specifies:

- the total approved budget for the project
- the maximum amount of the grant
- the co-funding percentage of the approved eligible budget
- the reporting requirements
- the rights and obligations of the parties

The template of the standard grant agreement of the European Parliament is **attached as an annex to this call for proposals**. Applicants are advised to read the standard grant agreement carefully and to familiarise themselves with the rights and obligations of grant beneficiaries.

During the execution of the project, the Directorate-General for Logistics and Interpretation for Conferences of the European Parliament actively monitors and follows up the project. The beneficiaries shall:

- a) Allow representatives of the European Parliament to participate in examination panels and project related meetings. This implies that the beneficiary shall organise the project by taking into account the calendar of Parliament's activities;
- b) Inform the Parliament in due time of any event which might affect the implementation of the project;
- c) Provide all detailed data requested by the Parliament for the purposes of the proper administration of this project;

13. Financial provisions

Once the grant agreement is signed by both parties, the grant will in principle be paid as follows:

- **a single pre-financing:** 70% of the amount awarded at the latest 30 days after both parties have signed the grant agreement;
- **The balance:** on completion of the action and after the European Parliaments' approval of the submitted valid final reports (report on the action's implementation, final financial report) accompanied by a payment request, in compliance with the non-profit and co-financing principles and limited to the maximum grant amount, the payment of the balance is made within 60 days after reception of the cost claim and corresponding supporting documents and report(s).

Please note that subject to his/her risk assessment and according to the specificities of the supported action, the authorising officer may decide to adapt the above-mentioned schedule of payments.

The amount of the grant does not become final until the operation is completed and a final statement is presented and accepted.

The final and exact amount of the grant is calculated after the European Parliament's approval of the final reports. It is calculated by applying the co-funding rate specified in the grant agreement to the final total eligible expenditure of the project and can never exceed the maximum amount set out in the agreement nor can it have the purpose or effect of producing a profit for the beneficiary.

All report forms to be completed by the beneficiary are annexed to the grant agreement and sent to the beneficiary in electronic form.

Please consult the guide for applicants for more precise information on eligible costs, payments, reporting, amendments, conversion of currency etc.

14. Publicity

a) by the beneficiaries:

Beneficiaries must clearly acknowledge the European Parliament's contribution in all publications or in conjunction with activities for which the grant is used.

The European Parliament's official logo (with disclaimer) and visual identity should be used in all publicity, activities, publications organised within any granted project. More information on the logo and the visual identity may be found on the webpage of the download centre for communication material at <http://www.europarl.europa.eu/downloadcentre>

b) by the European Parliament:

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Parliament no later than the 30 June of the year following the financial year in which the grants were awarded.

The European Parliament will publish the following information: name of the beneficiary, town (country of the beneficiary), subject of the grant, amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

15. Data Protection

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). All personal data 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 (Official Journal L 8, 12.1.2001). Your replies to the questions in the application form are necessary in order to assess your application and they will be processed solely for that purpose by DG Logistics and Interpretation for Conferences of the European Parliament.

Details on the notification concerning the treatment of personal data are available at:

<http://www.europarl.europa.eu/data-protect/reportPdf/printPreview.do?output=pdf&lang=FR&id=951>

16. Documents related to this call for proposals

The call documents are available on the following websites and assist applicants in preparing the proposals:

<http://www.europarl.europa.eu/interpretation/en/universities/financial-assistance.html>

<http://www.europarl.europa.eu/aboutparliament/en/00beb2559e/Grants.html>

- Application form – post graduate course
- Application form – other projects
- Staff costs – hourly rate calculation form (annex to the application form)
- Financial identification form (annex to the application form)
- Guide for applicants
- Template of a time sheet
- Grant agreement template
- Questions and answers received during the previous call for proposals
