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Directorate-General for Logistics and Interpretation for Conferences

Call for proposals

Financial support for training in conference interpreting 2020-2021

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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 conference interpreting in the official languages of the EU, of the candidate countries and of the countries which are 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: €400.000
- 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

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

- 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:
€100.000

3. Timetable (indicative)

Deadline for submitting applications: 15 June 2020

Evaluation of proposals: July – August 2020

Notification of results to applicants: End August 2020

Conclusion of grant agreements: September – November 2020

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

Ending date of the action: 31 July 2021 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
Ms Katerina DARA-LEPOURA
Acting Head of Unit for Multilingualism and Succession Planning
« Grant applications 2020-2021 »**

**Rue Wiertz 60 (MARTENS 02Z087)
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 **15/06/2020**. 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 future 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 of the action per consortium partner.

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁴ on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

6. Exclusion criteria

The authorising officer shall exclude an applicant or affiliated entity from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

² Iceland, Liechtenstein, Norway and Switzerland

³ Albania, North Macedonia, Montenegro, Serbia and Turkey

⁴ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the European Parliament during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) it has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

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 necessary 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 under Section II.7 a) and b) for postgraduate courses or Section II.3 h) for other actions, and Annex IV (Curriculum Vitae).

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 high-quality master or 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 short-term or long-term needs 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/language_profiles.pdf

Priority	Active languages (A)
1 st Priority	DA, EN, FI, GA, HR, MT, NL, PT
2 nd Priority	SV
3 rd Priority	AR, BG, CG, CS, DE, ET, FR, IT, MK, RO, SK, SQ, SR, TR
4 th Priority	EL, ES, LT, LV, 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 for the purposes of elimination).
 8. Tuition in the 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 their A language.
3. Experience in the field and employment 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, to be 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 at the end of August or beginning of September (at the latest), 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), if they are linked to the programme cycle of the study year to which the grant is referring, 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 email address: LINC.grants@ep.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 following websites:

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

<https://www.europarl.europa.eu/contracts-and-grants/en/grants/interpretation-for-conferences>

- **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 reports.

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 contribution of the European Parliament in all publications or in conjunction with activities for which the grant is used.

The official logo (with disclaimer) and the visual identity of the European Parliament should be used in all publicity, activities and publications organised within any granted project. More information on the logo and the visual identity may be found on the webpage of the European Parliament 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: the name of the beneficiary, the town (country) of the beneficiary, the subject of the grant and the 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (Official Journal L 295/39, 21.11.2018). 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. Applying entities have to make sure that they have processed the personal data they transmit in the framework of the application of this grant in accordance with the applicable data protection regulation.

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>

Any questions or requests by data subjects in relation to this processing operation can be addressed to LINC.grants@ep.europa.eu. The data subjects have the right to lodge a complaint at any time to the Data Protection Officer of the European Parliament (data-protection@ep.europa.eu) and to the European Data Protection Supervisor (edps@edps.europa.eu).

You are informed that, to ensure that the Union's financial interests are protected, your personal data may be communicated to internal audit services, the European Court of Auditors, the body specialising in financial irregularities or the European Anti-Fraud Office (OLAF) and the Court of Justice.

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/contracts-and-grants/en/grants/interpretation-for-conferences>

- 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
- Questions and answers received during the previous call for proposals
- Grant agreement template
