



EUROPEAN INNOVATION COUNCIL AND SMES
EXECUTIVE AGENCY (EISMEA)

Department I – Innovation ecosystems, SMP/ Entrepreneurship and Consumers
Unit I-03 SMP/Internal Market and Consumers

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**Call for Proposals: 'SUPPORT TO JOINT ENFORCEMENT ACTIONS'
SMP-IMA-2021-JA-2731-12302**

Questions & Answers (Q&A)

Info session on 21/09/2021, 11:00, Teams

**Questions received on 17/09, 22/09, 24/09, 28/09, 29/09, 06/10, 04/10, 07/10, 19/10,
20/10, 25/10, 28/10, 29/10, 01/11**

Last update: 18/10/2021

QUESTION 1	
Q1	In the Specifications, under section 7. Financial and operational capacity and exclusion, it is specified that neither Financial capacity or Operational capacity checks will be done for beneficiaries who are public bodies. For this we understand that if an applicant within a joint tender's consortium is a public body, it will not be required to submit evidence for any of these categories (e.g. stable and sufficient resources, general profiles of the responsible staff, description of the consortium participants, list of previous projects, etc). Is our understanding correct?
A1	<i>Your understanding is generally correct, but the EISMEA reserves its right to request them at a later stage, in case of doubt in order to prove financial or operational capacity.</i>
QUESTION 2	
Q2	The product choice entitled fluorinated greenhouse gases falls under Regulation 514/2014. However what is meant by this product choice in terms of the scope. For example, could you please clarify: <ul style="list-style-type: none"> • If it is meant illegal import of F-gases using transportable pressure equipment and restrictions on the placing on the market for specific transportable pressure equipment intended for these gases, or • If there is a question about refrigerating systems; • If there is a question about placing on the market and restrictions on placing on the market for aerosol dispensers; • Or about F-gases only as chemicals under REACH. If none of the above specifically, are we free to approach the topic from whichever angle we see as most pressing for market surveillance?
A2	<i>The list of eligible activities mentioned in the call (which includes fluorinated greenhouse gases) is the outcome of an EU survey that was launched at the beginning of the year, in order to prioritise the actions. The input was provided by market surveillance stakeholders (EUPCN members). Hence the Commission does not have any particular demand in terms of scope. You have the freedom to make a proposal according to what you consider the most relevant issues in relation to the product categories listed in the call.</i>
QUESTION 3	
Q3	In the specifications of the call, among the product choice for testing in pg. 6, one of the options is "Solar panels and ancillary equipment". Is this in reference to photovoltaic panels or to solar

	thermal collectors?
A3	<p><i>See the answer to Q2. The list of eligible activities mentioned in the call (including “Solar panels and ancillary equipment”) is the outcome of an EU survey that was launched at the beginning of the year, in order to prioritise the actions. The input was provided by market surveillance stakeholders (EUPCN members).</i></p> <p><i>Hence the Commission does not have any particular demand in terms of scope. You have the freedom to make a proposal according to what you consider the most relevant issues in relation to the product categories listed in the call.</i></p>
QUESTION 4	
Q4	<p>Under Section II, Operational Capacity, are we supposed to fill in the tables in operational capacity for both the Coordinator and the Applicants?</p> <p>Regarding the box in Section II, under point 3.3 Affiliated entity, mentioning ‘Only for public bodies-legal status GOV (to be taken out if not applicable): I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary is booked to eligible costs only to carry out activities in addition to our routine activities.’, does it apply only to affiliated entities or to applicants as well? In case it applies also to applicants, should the box be repeated for every applicant that has GOV status?</p>
A4	<p><i>Under Section II, Operational Capacity, you are supposed to fill in the tables in operational capacity for both the Coordinator and the Applicants. Concerning the way to present the CVs, Declaration of Honor, table of previous projects, it is important that the information is available in the application package, wherever you place it.</i></p> <p><i>Concerning point point 3.3 Affiliated entity, section I, applies only to affiliated entities.</i></p>
QUESTION 5	
Q5	For MSAs in Switzerland that will participate to the actions outside of the budget, what is the exact procedure to fill in the submission documents? Do they need to fill in the Part A – Administrative information and the annexes mentioned in the call document (CVs, table of previous projects, Declaration of honour)?
A5	<i>For MSAs in Switzerland that want to participate to the actions outside of the budget, they need to fill in the Part A – Administrative information and the annexes mentioned in the call document (CVs, table of previous projects, Declaration of honour), just like the other participants.</i>
QUESTION 6	
Q6	<p>There is a question regarding the products enlisted under energy labelling (washing machines, dishwashers, tumble dryers, refrigerators, TV monitors, lighting products, Professional refrigerated storage cabinets).</p> <p>Can we submit a proposal for several products belonging to this category? Or this product category can only be reflected in one proposal alone?</p> <p>For instance, could we submit 3 different proposals for 3 products enlisted under energy labelling (i.e. for dishwashers, TV monitors, and washing machines)? Or that would lead to the automatic rejection/reserve list for 2 of the 3 proposals in this example?</p> <p>How do you plan to address multiple applications for the same category that has multiple products within, as in the case of energy labelling (washing machines, dishwashers, tumble dryers, refrigerators, TV monitors, lighting products, Professional refrigerated storage cabinets)?</p>
A6	<p><i>The results of the EU survey addressed to EUPCN members were grouped into the 7 products proposed for energy labelling under the 1st category (first line of the table in the call text):</i></p> <p><i>-Product choice: Energy labelling (washing machines, dishwashers, tumble dryers, refrigerators, TV monitors, lighting products, professional refrigerated storage cabinets).</i></p> <p><i>It is not requested to submit 1 proposal with the 7 products. If EISMEA receives a proposal covering only a part of the products listed, or if we receive 3 proposals with one product each (as you suggest below) they will be taken into consideration.</i></p>

QUESTION 7	
Q7	Are the project activities strictly limited to the listed products? Or under Covid conditions the project can be organized for biocides(example, cooperation in disinfectant testing)?
A7	<i>The products listed in the call text are the results of a consultation of the EUPCN members their prioritisation should be respected In addition, duplicating actions should be avoided. For instance, a call regarding testing on PPE (personal protective equipment) was launched in 2020 by DG JUST.</i>
QUESTION 8	
Q8	In the document Call for Proposals SMP-IMA-2021-JA-2731-12302 in section 2.A the activities that can be funded (scope) are specified: „the eligible products are those listed in the table below, following a survey towards the EUPCN members who have expressed the most pressing needs in this area.“ Please confirm that other products, that are not mentioned in the table 2.A of Call for Proposals SMP-OMA-2021-JA-2731-12302 will not be funded. For example toys, jewelry, ski waxes, glues and cement are not eligible products under this project?
A8	<i>EISMEA confirms that only the products mentioned in the Call text are eligible for funding.</i>
QUESTION 9	
Q9	After a consultation of the AdCo members we identified two products, namely mobile scissor platform lifts and handheld circular saw(s) for wood products. Could you please inform me whether the “mobile scissor platform lifts” fall under eligible concept of “Non-road mobile machinery”, as mentioned in the Call for proposal? If so, do we need to focus on the electric or engine powered lifts, or is this left to the choice of the project applicants?
A9	<i>Concerning your question on the eligibility of “mobile scissor platform lifts”, it is considered that “mobile scissor platform lifts” are included in ‘non-road mobile machinery’. For the second question, EISMEA leaves the choice to the project applicants.</i>
QUESTION 10	
Q10	Detailed budgetary table: The instruction says that we only need sheets 3, 4 and 5, but for 3 and 4 one sheet per participant is required. However, it is not possible to copy the sheets. This means that we would have to have 5 Budget Excel documents (as we are 5 partners). We would then have to convert the 5 files to PDF and merge together as PDFs and attach it to part B and send it to this mail address. An Excel file is not needed. Is this correct?
A10	<i>Each participant fills in a table for their costs under the action. Once filled, the table is sent to the coordinator only (not to EISMEA, although we reserve the right to request these individual tables to verify the information). The coordinator fills in tab 3 and 4 for its own costs, but then in the tab consolidated project costs, the coordinator summarises the project’s costs based on all the partners’ individual tables. The table prepared by the coordinator is the table to be submitted, in excel format.</i>
QUESTION 11	
Q11	Subcontracting: For organisational reasons, the testing budget will be with one partner, so that tendering procedures can be more efficient. However, this would lead to the problem that one partner pays 10% for all the tests. Therefore, we plan that each of the other partners pays 10% of the testing costs of their respective tests to the partner who has the testing budget. We are not sure how to implement this into the documents. Is this seen as cofinancing? Would we have to send a cofinancing declaration (although it is no external money, just within the consortium)? What else would we have to consider?
A11	<i>If you assign the subcontracting budget to the one partner, there shouldn’t be any problem with paying for the tests on behalf of all the partners. Be aware that invoicing between members of the</i>

	<i>consortium is not allowed. The best way would be to agree on the consortium level who will implement the subcontracting budget.</i>
QUESTION 12	
Q12	<p>The Guide for applicants states: II.6. INSTRUCTION FOR THE FORMS All forms must be submitted as .pdf files, except for the Detailed budget table, which should be submitted in excel format.</p> <p>Contrary to this, the Instruction in Table 1 of the Detailed Budget Table states that it should be submitted as PDF.</p> <p>If it shall be attached as PDF to Part B, we assume that the amount of 70 pages maximum does not include the budget (otherwise almost no room would be left for descriptions). Is this correct?</p>
A12	<i>Please submit Part B application form and the detailed budgetary table as separate documents. The 70 pages limit refers to Part B only.</i>
QUESTION 13	
Q13	In the Detailed Budget table, a project number is requested. Does this mean we have to register somewhere on a portal to receive a number? In the documents, it is only mentioned that we shall send you the documents on this mail address.
A13	<i>You may leave empty the reference to the project number. Please fill in only the project name/acronym.</i>
QUESTION 14	
Q14	<p>“At proposal submission, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc).”</p> <p>How shall we confirm this? Just a simple text stating this in our mail or is there a template or a section in Part A that we did not see?</p>
A14	<i>You ‘confirm that the information in the application is correct and complete’ by signing the Declaration on Honor.</i>
QUESTION 15	
Q15	The Guide for applicants on page 3 says: “Where applicable, documents must be signed and scanned in PDF format.” We only sign the Declarations on Honour as there is no indication on the other documents that they should be signed. If there is a need to sign other documents, please let me know, which they are and who has to sign it.
A15	<i>The Declaration on Honor and the Co-financing statement form need to be dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.</i>
QUESTION 16	
Q16	Electronic certified signature: The Swiss government is using their national certified service provider, which is not in the list of the European Commission’s trusted certified providers since Switzerland is not being part of the EU. Could such a certified signature be accepted?
A16	<i>Since the national certified service provider is not in the list of the European Commission, the electronic certified signature cannot be used.</i>
QUESTION 17	
Q17	CVs: Some MSAs have requested if they could provide their CVs in a format different from the Europass for some of their team members, since it would fasten and facilitate the process. Would that be feasible?
A17	<i>The Commission/Agency recommend the use of Europass CVs, but other formats will be accepted as well.</i>

QUESTION 18	
Q18	Should the original Declarations of Honour be delivered to you and if yes by when?
A18	<i>Please submit a signed and dated Declaration of Honor with the submission of the proposal.</i>
QUESTION 19	
Q19	The page limit of 70 refers to Part A and B together or only to Part B?
A19	<i>The limit of 70 pages refers to Part B only.</i>
QUESTION 20	
Q20	In the call document, at page 8, it is stated that “Application Form contains: Part A – Administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and THE SUMMARISED BUDGET FOR THE PROJECT.” Regarding this last sentence, what is the meaning? Should we attach only the summarized budget sheet at the end of Part A? Or should the budget file be provided completely as an annex (outside the page counting)?
A20	<i>With regards to the statement: ‘Part A: administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project;’ – it is only a mention of what is included in the template for Part A. You do not need to attach a summarized budget table sheet at the end of Part A. The detailed budgetary table should be attached as a separate excel file, as specified in the call text document.</i>
QUESTION 21	
Q21	Could you please provide further information on the required submission format of the Detailed budget table? Could you please clarify, in case of submission in excel format, is the consolidated table has to be prepared and submitted for each participant or is it sufficient if it is only submitted by the coordinator?
A21	<i>Please see also answer to Q10. Each participant fills in a table for their costs under the action. Once filled, the table is sent to the coordinator only (not to EISMEA, although we reserve the right to request these individual tables to verify the information). The coordinator fills in tab 3 and 4 for its own costs, but then in the tab consolidated project costs, the coordinator summarises the project’s costs based on all the partners’ individual tables. The table prepared by the coordinator is the table to be submitted, in excel format.</i>
QUESTION 22	
Q22	We are currently getting registrations from MSAs that would like to join the projects. We can involve them and alter our applications at this last minute, but they will not be able to send the DoH within the deadline for which we have to submit the application (14th November). Would you make an exception by allowing these governmental authorities within our consortia without having a signed declaration of honour?
A22	<i>Please note that the Agency will examine the completeness of the files after the deadline for submission of applications and no exceptions can be made for incomplete applications. You cannot submit the Declaration on Honour or any other mandatory document after the deadline for submission.</i>
QUESTION 23	
Q23	Even if the discussions have started more than 2 months ago, unfortunately it is only a week ago that a viable consortium was created. With such a short time remaining to the deadline, it is impossible for us to build a project application. Would it be possible to extend the deadline for submission of application for a second time, with another two weeks?
A23	<i>While the Agency understand your situation and challenge to submit an application by 14/11/2021, the Agency cannot extend the deadline for submission of applications a second time.</i>