

4. Règles administratives et financières pour la Fondation Anna Lindh

**Anna Lindh Euro-Mediterranean Foundation
for the Dialogue between Cultures**

**Draft administrative and financial procedures
Part 1**

(as requested by the relevant Articles of the Foundation's Statutes)

Date: 09.02.2005 , origin: Executive Director; session document for the EuroMed Committee in its capacity as Board of Governors (01.03.05)

1. Label of the Foundation (XIV)

- (a) The Foundation (including the 35 national networks) shall use as its logo the official emblem of the Barcelona process in line with pertinent decisions by the EuroMed Committee and in close co-ordination with the Euro-Mediterranean regional programme on Information and Communication.
- (b) As recognition for all projects in which the Foundation has a presence, the Executive Director will award the "EuroMed label", granting the use of the Foundation's logo in connection with such projects.
- (c) The EuroMed label will be awarded to projects implementing the Foundation's programme which shall involve at least two EU and two Mediterranean partners.
- (d) The EuroMed label will also be used in connection with specific awards, distinctions or prizes the Foundation may establish.
- (e) Prior to awarding the EuroMed label to other projects disseminating the ideas of the Barcelona process and/or promoting the Foundation's mission and objectives, the Executive Director shall consult with national network(s) concerned or with the Advisory Committee.
- (f) All awards of the EuroMed label shall be recorded.

2. Accounts (XV 4, XVII and XVIII)

- (a) Funds that are deposited in the Foundation's bank account shall be disbursed from the bank account by the Executive Director or his/her designee in accordance with the above

guidelines and procedures and/or any agreement between the Foundation and the relevant financing Euro-Mediterranean partner.

- (b) The Foundation's expenditures and related project accounts shall be signed by the Executive Director and by the accounting officer prior to their submission to the external auditor.

3. Conditions for Accepting Private Donations (XV 2)

- (a) The Foundation may accept donations from all members of national networks for the implementation of its approved programme.
- (b) The Foundation may accept private donations from other sources under the following conditions:
 - (i) The donation is given for specific activities in line with the Foundation's mission.
 - (ii) The donation is not tied to policy, operational or other considerations which would influence the Foundation's general approach.
 - (iii) The donor is not involved in alcohol, tobacco or arms sales. The donor may inform the general public of its support to the Foundation but is not entitled to refer to the Foundation (or to logo) for commercial purposes going beyond such information.
- (c) Donations for activities should cover related administrative costs.
- (d) In the initial three-year period, all donations shall be recorded as extra-budgetary funds, related accounts being subject to the annual external audit.

Anna Lindh Euro-Mediterranean Foundation
for the Dialogue between Cultures

Draft administrative and financial procedures
Part 2

(as requested by the relevant Articles of the Foundation's Statutes)

date: 20.03.2005. origin: Executive Director; session document for the EuroMed Committee in its capacity as Board of Governors (12.04.2005)

**4. Guidelines for the Award of Grants and procurement procedures for implementation of the Foundation's Programme and Budget
(III 3, IV 2f, IX 2i, XV 4, XVIII 1 and 2, XIX)**

Contracts awarded by the Foundation shall be subject to the principle of transparency and equal treatment and the absence of any conflict of interests.

Award of grants

The Foundation may award grants to activities contributing to the implementation of its approved Programme and Budget in line with the principles and procedures established in the "Rules and procedures for service, supply and works contracts financed from the General Budget of the European Communities in the context of cooperation with third countries", the EuropeAid Practical Guide in force and its annexes. In particular, the MEDA Regulation is to be applied as far as publication thresholds and eligibility criteria are concerned.

These rules and procedures summarised below are adapted to the specific Foundation's functioning as defined in its Statutes as follows:

- (i) The activities supported by the Foundation must present a regional dimension, involving at least two EU and two Mediterranean partners, preferably more. As a rule, financial support to activities shall not exceed 50 per cent of total eligible costs, preferably less.
- (ii) The draft multi-annual programme and draft annual work programme to be submitted to the Board of Governors before 1 October of the preceding year will be circulated to all national networks, thus enabling them to promote in their respective countries the calls for proposals to be launched at international level (EU + MEDA).

- (iii) The adopted annual programme and budget will be published before 31 January of each year, on the Foundation's website, followed by the publication of the call(s) for proposals.
- (iv) As a rule, deadlines for the submission of proposals must not be shorter than 90 days; the proponents should be informed of the decisions taken on their proposal not later than six weeks after the deadline.
- (v) The Executive Director shall consult the Advisory Committee concerning the composition of the evaluation committee for processing proposals received by the Foundation. The evaluation committee will be composed of a Chairman, a Secretary and an odd number of voting members, who may be assisted by assessors.
- (vi) The specific grant contracts awarded by the Foundation will be in line with the models annexed to the Practical Guide to contract procedures financed from the European Commission general budget in the context of external actions.
- (vii) All specific grant contracts awarded by the Foundation must be submitted to the annual external audit, together with the Foundation's projects accounts.

Procurement procedures

In addition to the award of grants, the Foundation may implement its Programme either directly or indirectly through subcontracting (services, supplies and works).

- (viii) Subcontracting will be awarded in line with the principles and procedures established in the "Rules and procedures for service, supply and works contracts financed from the General Budget of the European Communities in the context of cooperation with third countries", the EuropeAid Practical Guide in force and its annexes. In particular, the MEDA Regulation is to be applied as far as publication thresholds and eligibility criteria are concerned.
- (ix) In addition to activities directly implemented by the Foundation, the Foundation may contribute in kind to activities aiming at the implementation of its work programme by the national networks.
- (x) The Foundation may organise specific framework-contracts for its recurring subcontracted activities. Furthermore, the Foundation may offer the possibility to all national networks to use its own framework contracts.

All contracts awarded under specific agreement with a financing Euro-Mediterranean partner shall be consistent with the provisions of the Statute and these guidelines and procedures

The above described procedures are consistent with the new EC Financial Regulation and with the European public procurement directive 2004/18/EC, and in accordance with current practices in a multi-donor context. However, for a single activity, as soon as the Foundation will receive financial support from a single contributor exceeding the contribution by the European Commission, the Board shall consider revision to these guidelines and procedures, as appropriate.

The Board of Governors may consider a revision of these guidelines and procedures before the end of the initial three-year period of the Foundation and in the light of experience with their application.

The Draft Administrative and Financial Procedures of the Foundation, Parts 1 and 2, have been approved by the Board of Governors on

Explanatory note :

Since the Foundation is, according to its Statutes, a "network of networks", the Executive Director is invited to involve the 35 national networks to the extent possible in the application of these Guidelines reflecting the Rules and Procedures in force, as mentioned above. Among the measures to be taken into consideration are the following:

In the period between the submission of the draft programme and the end of the respective year, the Foundation could invite the Heads of the national networks for a consultative meeting, thus facilitating partnerships for the submission of relevant proposals. In line with the above-mentioned "Rules and procedures..", the call(s) for proposals could be restricted to the 35 national networks.