



COMMISSION
OF THE EUROPEAN
COMMUNITIES

Brussels, 2nd April, 1993
EB/hb(93) 714
DGXIII/C3

Directorate-General XIII
Information Technologies and Industries, and Telecommunications

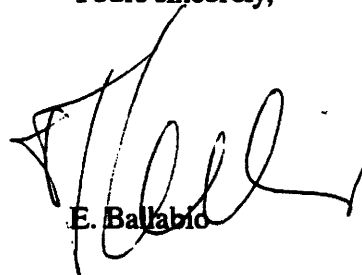
Dear Potential Proposer,

Subject: TIDE - Call for Proposals 1993

Please find attached the information package and workplan for the TIDE 1993 Call for Proposals.

Please note that this Call is for projects and horizontal activities for a maximum duration of 3 years. Kindly let us know as soon as possible if you are interested in a Proposers' Day to be held around the end of May.

Yours sincerely,



E. Ballabio

TIDE

**INFORMATION PACKAGE
FOR 1993 CALL**

Contents:

- 1. Official Journal Text of the Call**
- 2. General Information for the 1993 Call**
- 3. Annexes to General Information**
- 4. Workplan 1993-1994**

15 April 1993

TIDE

**INFORMATION PACKAGE
FOR 1993 CALL**

- 1. Official Journal Text of the Call**

15 April 1993

1. Call for proposals

Proposals are hereby invited :

- for collaborative development work on the application of information and communication technologies in the following Rehabilitation Technology areas:
 - access to communications and information technologies and support for interpersonal communication,
 - control technologies
 - restoration/enhancement of function
 - integrated systems technologies
- addressing the projects and topics described in the TIDE Workplan 1993-1994 for the above-mentioned sectors;
- according to the rules specified in the information package published in April 1993;
- clearly showing any relationship to related work in national or international programmes and proposed mechanisms of cooperation if related activities exist or are expected to begin.

Generally, technological tasks will be addressed in shared-cost research and technology development projects, in conformity with the rules for implementation set out in the information package. In addition, there will be supporting initiatives which are to be undertaken as accompanying measures and concerted actions, as described in the Information Package.

The placing of contracts as a result of this call for proposals is dependent on a decision of the Council on TIDE.

2. Content and form of proposals

The required content and form of the proposals is described in the information package of April 1993.

Proposers should expect a high level of competition between consortia. Proposers are therefore encouraged to submit only well-developed and elaborated proposals, fulfilling all the criteria specified in the information package.

3. Information sources

In making a proposal, interested persons and organisations should refer to the following:

- the TIDE Workplan 1993-1994;
- the information package, April 1993, which contains information about the procedures for the submission of proposals and the contract that will be established with successful proposers are available on request from the Commission's services;
- the Proposers' Day, end of May 1993 in Brussels (for those seeking partners or unfamiliar with the work of the Commission).

Organisations should use the documents of the information package of April 1993 and study the documents carefully, to ensure that any proposals that they may make have the best possible chance of success.

For those industrial companies who wish to participate in the Proposers' Day, a limited number of travel reimbursements will be granted, at the discretion of the Commission, to companies with not more than 100 employees. Companies can apply to the TIDE Office for reimbursement of travel costs, by letter or fax.

4. Closing date

The closing date for proposals is 18th August, 1993 at 5 pm, by which time proposals must have arrived at the Commission.

The Commission reserves the right not to evaluate proposals received after this date.

5. Notification of intent to submit a proposal

Intending proposers are encouraged to submit a notification of intent, at their earliest convenience, as indicated in the information package, and preferably no later than 1st of July 1993.

6. Address for proposals or information request

All proposals to be submitted should be addressed as follows:

Commission of the European Communities,
Directorate General of Information
Technologies and Industries, and
Telecommunications

DG XIII/C3

TIDE Office

For the attention of Mr. E. Ballabio

Avenue de Beaulieu 29, Room 3/13

B-1160 Brussels

Belgium

tel. (+32 2) 299 02 40

fax (+32 2) 299 02 48

Proposals have to be submitted following the guide-lines included in the Information Package.

TIDE

**INFORMATION PACKAGE
FOR 1993 CALL**

2. General Information for the 1993 Call

15 April 1993

PREFACE

The Commission of the European Communities foresees the possibility of putting forward a comprehensive set of actions in the field of Rehabilitation Technology in 1995 as part of the Fourth Framework Programme. In order to reduce the risks associated with implementing an initiative in this new area of technology, a pilot action funded by the Commission of the European Communities budget 1991-1992 has been launched and is currently under way. The response to the call to participate in this pilot action was 5 times oversubscribed. This fact, and the intermediate results from the projects of this phase, have prompted the Commission to launch the present Call for Proposals to continue funding TIDE during 1993 - 1994. This continuation of the TIDE initiative during 1993 and 1994 will maintain the momentum generated by the pilot action and expand and consolidate the programme in preparation for activities foreseen in the Fourth Framework Programme.

The call will cover two types of activities: Technology Application and Development Projects based on generic information and telecommunication technology and Horizontal Activities. They are submitted to different contract conditions.

THE DEADLINE FOR SUBMISSIONS REACHING THE COMMISSION WILL BE PUBLISHED IN THE OFFICIAL JOURNAL.

The information provided in this document is intended to facilitate the preparation of proposals. Summaries of the usual contract conditions of the Commission are also included in the Annexes. While it is expected that the contract will follow such a model, modification may result from specific conditions in individual projects. The TIDE Workplan is included.

Those requiring further information should contact the TIDE Office at the following address :

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C 3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels
Tel.: +32 2 29 90240
Fax.: +32 2 29 90248**

TABLE OF CONTENTS

PREFACE

INDICATIVE TIME TABLE

- 1. INTRODUCTION**
 - 1.1 Objectives of TIDE 1993-1994
 - 1.2 Criteria of TIDE (1993 - 1994)
 - 1.3 Scope of TIDE (1993-1994)

- 2. TIDE WORKPLAN OUTLINE**
 - 2.1 Technology Application and Development projects
 - 2.2 Horizontal Activities

- 3. HOW TO PARTICIPATE**
 - 3.1 Who can participate ?
 - 3.2 What is the structure of a consortium ?
 - 3.3 What are the criteria for proposals Eligibility ?
 - 3.4 How are the projects financed
 - 3.5 What are the duties and benefits to the Contractors ?

- 4. HOW TO PREPARE A PROPOSAL**
 - 4.1 How to find partners
 - 4.2 Information and assistance to proposers
 - 4.3 How to write a proposal
 - 4.4 What should you look at in writing a proposal ?
 - 4.5 Notification of Intent

- 5. HOW AND WHEN TO SUBMIT A PROPOSAL**
 - 5.1 Submission
 - 5.2 Deadline
 - 5.3 Delivery
 - 5.4 Acknowledgment of Receipt

- 6. CONTENT OF THE PROPOSAL**
 - 6.1 Part I : Proposal Summary and Consortium Information
 - 6.2 Part II : Proposal Description
 - 6.3 Part III : Participant details

- 7. EVALUATION AND PROPOSAL SELECTION**
 - 7.1 Evaluation Criteria
 - 7.2 Evaluation Process
 - 7.3 Selection and Contract Preparation

INDICATIVE TIMETABLE	
ACTIVITY	DATE
INFORMATION PACKAGE AVAILABLE	15 APRIL 1993
LAUNCH OF THE CALL	15 APRIL 1993
PROPOSERS' DAY	END OF MAY 1993
DEADLINE FOR REQUEST FOR CONSULTATION OF THE "PROPOSER HELPDESK"	14 MAY 1993
"PROPOSER HELPDESK" AVAILABLE	1 - 10 JUNE 1993
DEADLINE FOR NOTIFICATION OF INTENT	1 JULY 1993
DEADLINE FOR RECEIPT OF THE PROPOSALS	18 AUGUST 1993
RESULTS OF EVALUATION	15 OCTOBER 1993
FIRST CONTRACT NEGOTIATION	19 OCTOBER 1993
EARLIEST START OF PROJECT	1 DECEMBER 1993

1. INTRODUCTION

TIDE (Technology Initiative for Disabled and Elderly people) is a Community Information and Telecommunication Technology Initiative in the field of Rehabilitation Technology. Rehabilitation Technology, often known as Assistive Technology, is defined by its customer base: elderly and disabled people. The emphasis on the needs of customers, rather than the push of a particular technology, makes it one of the user driven or market-oriented industries of the future.

Rehabilitation Technology addresses the technology needs of elderly and disabled people, in particular, the need and desire to maintain independent living. Rehabilitation Technology supports the integration of elderly and disabled people and their participation in the social and economic activities of the Community.

Rehabilitation Technology is not a medically directed technology, with which it is often confused. Whilst some medical devices can help in rehabilitation, Rehabilitation Technology is used to support the individual being rehabilitated in the activities of their daily life, including employment, housing, transport, mobility, learning and education. Use of Rehabilitation Technology usually starts after any medical intervention is complete. For the majority of Rehabilitation Technology users, i.e. the elderly and those with congenital conditions, there is no medical intervention.

Rehabilitation Technology has two themes: enabling equal access to new technologies (and the many opportunities for work this provides to disabled people), and harnessing the new technologies to fulfil their needs in everyday life. Rehabilitation Technology incorporates a wide range of technological building blocks, including information technology, telecommunications and control technologies, as well as services based on these.

Rehabilitation Technology is a growing market. As the European population ages, the incidence of disability will continue to grow. These 'new' old can be distinguished from the 'old' old; they will have acquired the habits and tastes for the new technologies and services, but their access to them will be progressively limited by the multiplicative effects of visual, hearing, speech, cognitive and motor impairments. By the year 2020, one in four will be aged over 60, and can expect to start to experience perceptual deficits. In addition, Rehabilitation Technology is a market in which good market penetration is the norm, as Rehabilitation Technology may constitute the only way in which a person can continue the activities of daily life independently.

The need for collaboration at a pan-European level is compelling. Traditionally, the markets in the Member States have been relatively small and fragmented. These markets have often been served by SMEs operating at a local or regional level. This has not allowed the economies of scale that could deliver products incorporating up to date technology at reasonable prices. The effect of the completion of the Single Market and in particular, pan-European certification will be to significantly increase the size of the individual markets. This makes it an economically interesting market for a higher level of technology. Technology transfer from the major European IT&T industry to the SMEs with the knowledge of the customer will be critical to the competitiveness of the European Rehabilitation Technology industry. This technology transfer opens new markets for European technology. It also helps counter the threat posed to European industry by US legislation in favour of people with disabilities which is both forcing the IT&T industry to take their needs into account and stimulating a strong Rehabilitation Technology industry in the US.

Addressing these larger, more technological markets is not only a matter of understanding the user requirements and technology transfer, it also requires the development of technical norms and standards. Technical standards are needed to support interconnectivity and interoperability. This makes it possible to satisfy the complex needs of users with disabilities, in particular multiple disabilities, and to interconnect Rehabilitation devices with mainstream technology (e.g. text telephones for deaf persons).

A Single Market in Rehabilitation Technology will be stimulated by the TIDE initiative of pre-normative and pre-competitive Technology Application and Development. TIDE's support for new Rehabilitation Technology devices and services will stimulate technology transfer, make user requirements more transparent, and provide a basis for the formulation of new technical standards and norms.

In summary, the following are the fundamental reasons for needing this initiative :

- a) In the European Community today some 60 to 80 million people are disabled or elderly and the population is growing older, with people living longer and the numbers of younger people falling.
- b) The European market in Rehabilitation Technology is at present highly fragmented and, therefore, the involvement and interest of industry tends to be local and sectorial, with as a consequence, a limited availability of products and services.
- c) The development of a coherent European market in Rehabilitation Technology products is possible only if favourable conditions for cost efficient products are stimulated. This requires:
 - a policy of harmonisation of standards for products and services;
 - the launch of cooperative technology application and development actions building new partnerships between European enterprises universities, and other research centres, via international consortia composed of partners from the Member States.

1.1. Objectives of TIDE (1993 - 1994)

The TIDE initiative (Technology Initiative for Disabled and Elderly people) is a Community action to develop applications of information and telecommunication technologies for people with disabilities and elderly people to enable them to live independently and participate in the social and economic activities of the community.

TIDE is a pre-competitive, pre-normative, technology innovation and development initiative in the area of information and telecommunications with the specific objective of :

- *stimulating the creation of a Single Market in Rehabilitation Technology in Europe.*

As a consequence, the TIDE initiative is focused on the critical activities needed at a Community level to stimulate the creation of an internal market in Rehabilitation Technology. Using the principles of Community added value and subsidiarity, and complementing such initiatives as are happening at the level of the individual Member States, the TIDE initiative will act on the Rehabilitation Technology market by;

- encouraging innovation and technology transfer in Rehabilitation Technology
- making transparent the user requirements for Rehabilitation Technology.

- accelerating the formulation of technical standards and norms
- stimulating new partnerships between the sector actors.

The results of the TIDE initiative will only become fully developed outside the initiative itself. By encouraging pre-competitive and pre-normative applications of Information and Telecommunication Technology in Rehabilitation Technology, TIDE is intended to provide a stimulus to the Rehabilitation Technology sector actors, encouraging a cohesion and a perception of the commonality of interest that will lead to an internal, open market in Rehabilitation Technology in Europe.

1.2 Criteria of TIDE (1993 - 1994)

Work in TIDE will conform to the following criteria :

- **User-focused approach** - Users are to be involved in projects. Projects should deliver statements of end user requirements and make statements of anticipated benefits of the technological solutions to the end users.
- **Market Orientation** - Projects should emphasise taking advantage of the opportunities presented by the completion of the Single Market and lead in the short term to the development of technology based prototype products and services with good commercial potential in a competitive environment.
- **Information and Telecommunication Technology Adaptation and Innovation** - Emphasis is to be on innovation and the adaptation and advanced application of Information and telecommunication technology and its integration with appropriate international standards.
- **Multi-disciplinary approach** - Projects will harness the scarce scientific, technical and commercial resources in the Member States, providing significant added value from pan-European cooperation. Due account of the social, economic and regulatory context of the technical work will be taken.
- **Technology Verification** - Application of Information and Telecommunication Technology to Rehabilitation is to be evaluated with real (potential) consumers in field trials or by using scenarios.

All technology application and development projects are expected to provide data and input for the TIDE **horizontal activities** including : consensus creation, market study, cost-benefit analyses, and effectiveness and standardisation work.

1.3. Scope of TIDE (1993 - 1994)

The scope of TIDE is best described by projects from 4 action lines and horizontal activities. The technologies considered in the 4 action lines are basically information and telecommunication technologies.

1.3.1 Action lines (projects)

- **Access to Communications and Information Technology and Support for Interpersonal Communications:** including terminal accessibility and multimedia environments, technology to facilitate personal communication, information and communication services and applications.
- **Control technologies:** including environmental control user and system interfaces, robots, mobility and transportation.
- **Restoration/enhancement of functions:** including prosthetics and orthotics, Functional Electrical Stimulation, technologies for functional assessment and training.
- **Integrated systems technologies:** including smart houses, navigation systems, education and training, working environments, etc.

Technology application and development projects are invited to address the work areas and tasks or a mixture of them that correspond to these action lines and are described in the work plan.

1.3.2 Horizontal activities

Alongside these technology application and development projects there will be a number of horizontal activities, comprising some 5% of the available funding. These activities are included to:

- explore, prepare and stimulate actions in support of the TIDE objective of stimulating the creation of a Single Market in Rehabilitation Technology, for example harmonise, organise and collate results from the technology application and development projects.

2. TIDE WORKPLAN OUTLINE

TIDE is focused on the application of information and telecommunication technology to Rehabilitation Technology which is technology, including both devices and services, used directly by the primary user groups which are people with disabilities and elderly people. This distinguishes Rehabilitation Technology from technology for medical rehabilitation purposes and clinical practice which is designed primarily for use by the medical and other professions. The functioning of Rehabilitation Technology under TIDE is usually under the direct control of the user. This further distinguishes Rehabilitation Technology from more medical and biomedical technology such as implants.

The following Outline is only a summary. For further details refer to the TIDE Workplan 1993-1994

2.1. INFORMATION AND TELECOMMUNICATION TECHNOLOGIES APPLICATION AND DEVELOPMENT PROJECTS

The TIDE workplan for information and telecommunication technologies application and development projects is structured along action lines, work areas and tasks. The structuring of the action lines of TIDE into work areas and tasks is largely to better describe the focus for project activities that TIDE is designed to support in terms of objectives, scopes etc. **It should be noted that projects may well chose to address more than one task, aspects of several tasks, or a only a part of one task. All these combinations are allowable.** The most important thing is that a project should address elderly and/or disabled users, make good technical sense and the results should have potential for commercialisation. Projects should have clear objectives, a sound technical approach and demonstrable results.

The scope of the TIDE Initiative for information and telecommunication technologies application and development projects is best described by the action lines and the work areas. There are four specific TIDE action lines, each with a number of work areas. These are :

Action line 1: Access to Communications and Information Technology and support for interpersonal communication.

The focus is on the utilisation and adaptation of information and communication technologies to the needs of elderly and disabled people. This includes a wide range of activities from technical aids to generate and receive speech in face to face situations, to taking into account the opportunities and difficulties for disabled and elderly people presented by the increasing trend towards graphically based IT user interfaces. This covers two objectives. One objective is to provide for equal access to new technology applications, with research and development focused on the design, construction and adaptations of both IT and telecommunications technology to the needs of people who are disabled and/or elderly. The second objective is to research, develop, and adapt the technologies, systems, and services required to meet the specific interpersonal communication needs of elderly and disabled people.

Work areas:

- (i) **Access to and interaction with multimedia environments:** concerned with the development, adaptation, and demonstration of interaction technologies, techniques for designing and implementing dialogues and for managing the user interfaces of application and services, all with regard to the needs of elderly and disabled people.
- (ii) **Technology to facilitate personal communications:** concerned with support for the generation and reception of interpersonal communication of all kinds, including speech and pictographic communication.
- (iii) **Services and applications:** concerned with the development of innovative services and applications to meet the specific needs of disabled and elderly people.

Action line 2: Control Technologies.

The main objective of this action line is to provide the specialised technology that is needed to enable users to control their immediate environments by using up to date information technology.. These environmental control devices include those required to control and operate common household and workplace appliances, and those to acquire greater personal control of their own mobility. To these ends, priority is given to research and development aimed at producing effective, usable, attractive and affordable control technologies that meet the needs of elderly and disabled people and are adaptable to their capabilities.

Work areas:

- (i) **User and System Interfaces for Control:** concerned with assessing the suitability of interface systems for environmental control and with devices to provide accessibility to appliances and control systems.
- (ii) **Robotics:** concerned with integration of robotics with wheelchairs and robotic systems to assist elderly and/or disabled people with common home and workplace tasks.
- (iii) **Mobility and Transport:** concerned with improving controls of wheelchairs and the automated design of postural support, access to public and private transport, and transfer.

Action line 3: Restoration and Enhancement of Function.

This action line has two sets of objectives. One set of objectives is to provide technology to assist with the assessment of functioning and training for people with motor, communication and cognitive disabilities, as well as the planning of

individualised rehabilitation programmes. The second set of objectives is concerned with providing effective substitution and enhancement devices for functions.

Work areas:

- (i) **Functional assessment and training:** concerned with assessment and training of people with communication disorders, cognitive and functional disabilities, and normal/abnormal motor function.
- (ii) **IT for individualised plans for rehabilitation and maintenance in the community:** concerned with advanced information processing applied to the devising of individualised plans for rehabilitation in the community, providing a service to the individual elderly or disabled person.
- (iii) **Technology for rehabilitation and maintenance of motor function:** concerned with rehabilitation of temporary functional impairment, preserving motor control in the elderly, and optimising available motor function.
- (iv) **Substitution devices for motor function:** concerned with prostheses and orthoses, the body-device interface, as well as appropriate high technology manufacturing.

Action Line 4: Integrated Systems Technologies

This action line has the objective of adapting and integrating available technology (including the relevant methodological, organisational and technological dimensions) into disabled and elderly persons' everyday environments. This integration is necessary to enable independent living for disabled and elderly people at home, as well as assisting remote care, and to assist with the many issues associated with navigation and transport, the work-place, leisure, etc.

Work areas :

- (i) **Smart environments and systems:** concerned with a multidisciplinary, systematic approach to adapting smart house technologies for elderly and disabled users.
- (ii) **Orientation and navigation systems:** concerned with orientation and navigation in unfamiliar, public places.
- (iii) **Education and training:** concerned with new technology training for disabled and elderly people, and the use of new technology for training elderly and disabled people.
- (iv) **Working environments for disabled and elderly people:** concerning new systems technologies, subprocesses, and interfaces enabling the employment of elderly and disabled people.

2.2. HORIZONTAL ACTIVITIES

In addition to the TIDE technology application and development project work described by the action lines, work areas and Technology Application and Development tasks, there are a set of horizontal activities to be carried out. The horizontal activities are intended to complement the technology projects and make an additional contribution to achieving the TIDE objective of 'stimulating the creation of a Single Market in Rehabilitation Technology in Europe'.

2.2.1. Adding value to the technology project work by harmonising, organising and collating results

These are the activities listed as "horizontal activities" under 1.2.2. (end of the section) of the TIDE workplan 1993-1994. Results here should lead to harmonised reference models promoting a convergent understanding including user requirements, their potential technical solutions, as well as cost-benefits and market factors. These very specialist activities will be carried out with a number of small direct contracts to develop and validate the models, with all the technology projects required to cooperate by providing data for model population. The editing of a resulting TIDE 'handbook' will be a further task. In addition, particular aspects of the Framework of potential technical solutions, such as user friendly human-system interfaces or working environments will be selected for detailed study. Potential contractors are encouraged to register their interest and present their qualifications and experience.

2.2.2. Exploratory, preparatory and stimulatory actions in support of the TIDE objective

These activities are intended to contribute to the stimulation of the internal market in Rehabilitation Technology at a Pan-european level. As such they are expected to demonstrate that a specific obstacle to achieving this market exists and that they have a plan of action to help overcome the problem they have identified. Such an activity might for example, explore the usefulness of a particular solution, prepare the ground for further action or stimulate emergence of structures that would encourage the development of the internal market. For example we may have to redouble efforts to create a network between Rehabilitation Centres across the countries to work together on test and assessment technology. This will lead to a growing convergence of understanding about assessment protocols and user needs, as well as a convergence on testing and certification schemes. It is important to note here that the horizontal actions proposed must have specific objectives which identify an impact on the stimulation of the internal market that must be measurable. In addition there must be clear evaluation criteria for measuring the impact of the activity against the objectives. Proposers should clearly distinguish what they are going to achieve in addition to what already exists. Bids for funding in this category that adds measurable pan-European value to activities that are otherwise funded will be particularly favoured. Proposing consortia are expected to conform to the criteria for projects found under section 3.3. of the present document and invited to submit outline proposals for evaluation to the TIDE office.

3. HOW TO PARTICIPATE

3.1 Who can participate ?

From Member States

The initiative is open to all organisations established in the Member States of the European Community (industrial companies - either large companies or SMEs - universities, higher education institutes, research organisations, users organisations, etc.)

From other countries

Participants from third European countries who are members of COST (Coopération européenne dans le domaine de la Recherche Scientifique et Technique), in particular members of the European Free Trade Association (EFTA), and Central and Eastern European countries are allowed to participate. They cannot receive any funding from the Community. In view of the common interests of the whole Europe, organisations in countries outside the EC which have concluded a framework agreement with the Community, are eligible to participate. However, they have to cover their own costs and have to contribute to the management costs of projects in which they are involved, unless other arrangements are made within the framework of the European Economic Area agreements.

In order to bid, participants need to organize themselves into consortia.

TIDE technology application and development projects are carried out by consortia under shared-cost contracts with the Commission.

TIDE horizontal activities are carried by consortia under contracts that are fully funded by the Community.

3.2 What is the structure of a consortium ?

A Consortium has technical and financial responsibility for the performance of the work. The Commission will monitor and evaluate the achievement of objectives, management effectiveness, and industrial relevance of projects and appoint a Project Officer to liaise with the Consortium.

Partners

A Consortium consists of Partners who are jointly making a Proposal to the Commission; at the later contract stage, the Partners in the Consortium sign the contract with the Commission and are referred to as Contractors. It is recommended to build consortia of manageable size this generally means with less than 6 partners.

Coordinating Contractor

One of the Contractors will be responsible for coordinating all communications with the Commission. This is the Coordinating Contractor.

Associated Contractors

Associated Contractors are project participants who normally either make small

contributions to a project, or do not require the full exploitation rights to all results, or do not wish to bear the joint and several responsibility for completion of the project. Their work is described in the contract, but they do not sign the contract with the Commission. They conclude a bilateral contract with one of the Contractors. This contract can respond to the specific requirements of their participation and is subject to certain general rules specified in the TIDE Contract. Their share of the work should normally not exceed 20 % of the share of the contractor awarding them an associate contract. Their contribution to the costs follow the same rules as for the contractors.

Subcontractors

Subcontractors deliver results or a service to the project under a contract with one of the Contractors and are fully paid by this one contractor from his share of the project. His share is normally a small part of the corresponding Contractors work.

Further details on the roles for project participants may be found in the Model Contract, excerpts of which are reprinted in Annex B.

3.3 What are the criteria for proposals Eligibility ?

Conformity with the scope and objectives of the initiative

The proposals must fall within the scope and objectives of the initiative (see Chapter I of this document) and in particular within the terms set out in the Workplan. The proposals may relate to more than one of the listed objectives in the call. Proposals which do not conform with the Initiative technology application tasks or Horizontal Activities are unlikely to be successful unless they demonstrate exceptional technical and industrial relevance.

The technical contents of TIDE projects and TIDE Horizontal Activities are described in the TIDE Workplan according to its 44 tasks within its 4 Specific Action Lines and its Horizontal Activities.

Precompetitive character

The cooperation in the work must be precompetitive to be undertaken in a period of three years or less.

European dimension

The proposals must have a European dimension. You must indicate the importance of the work to the Community and explain why the proposal merits European Community funding.

Transnational Cooperation

Contractors may be companies including small and medium sized enterprises (SMEs), Universities and other bodies.

Duration

Work can last a maximum of three years beginning from the end of 1993.

The proposals must focus on feasible objectives and activities to be completed between 1994 and 1996. (This is the span where financing is foreseen within this TIDE phase).

In addition to these criteria,

For Projects:

For Technology Application and Development projects each Consortium must include at least two independent partners, active in the project and from different Member States. At least two of the partners should be independent industrial undertakings. Enterprises and organisations belonging to the same group but in different countries are not considered independent. "Industrial" here refers to companies able to exploit commercially the results of a successful project.

Scientific and technical novelty of Technology Application and Development projects

The proposal must be innovative, i.e. represent a significant step forward beyond the state-of-the-art and include substantial original work. Proposals must not unnecessarily duplicate existing Technology Application and Development.

For Horizontal Activities:

The consortium must include at least two partners from different member states.

Potential impact of Horizontal Activities

Proposals for Horizontal Activities must clearly show how they can have impact on the creation of the Rehabilitation Technology Single Market.

3.4 How is the work financed*?

3.4.1. How are the Technology Application and Development projects financed?

Partners from Community countries

The Contractors are expected to bear a substantial proportion of the costs, 50% of which may normally be borne by the Community. Universities, research institutions and non-profit organisation may opt for contributions on the basis of 100% of additional expenditure. "Additional expenditures" is expenditure that would not have occurred if the project had not existed. For example, the salary of a permanent employee cannot be charged as additional expenditure to the project.

Partners from non-Community countries

Organisations from non-Community countries are not eligible to receive contributions from the Commission.

Payments

Contributions by the Commission are paid to the Consortium via the Coordinating Contractor (not to individual Contractors).

* The placing of contracts as a result of this call for proposals is dependent on a decision of the Council on TIDE.

3.4.2 How are the horizontal actions financed?

Partners from Community and non-Community countries

Horizontal Actions are funded to 100% of total cost by the Community. No differentiation is done between partners from Community and non-Community countries

Payments

Contributions by the Commission are paid to the Consortium via the Coordinating Contractor (not to individual Contractors).

3.5 What are the duties and benefits to the Contractors ?

Contractors have joint and several responsibility for achieving the project objectives within time and budget as stated in the main contract and its technical annex they sign with the Commission. They have full exploitation rights to all project results. Each Contractor is expected to make a significant contribution to the project.

4. HOW TO PREPARE A PROPOSAL

4.1 How to find partners

The most efficient way to find partners is to search by yourself. Make contact with companies or persons you know. However, the TIDE office will assist in the search for potential partners, through the organisation of a Proposers Day, National Information Days, and allowing consultation of its address data base.

Proposers Day

The Commission will provide support by organising a Proposers Day in Brussels at the end of May. This day will be organised in such a way as to directly assist the search for partners. (If you are interested, please complete and return to the TIDE office the form "Intend to participate to the proposers day" included in the Annexes).

National Information Days

Information days may be organised in the different Member States, when requested by your national representatives on the TIDE Expert Committee (TEC). Please make use of these opportunities provided to find partners, and to obtain advice on the objectives of TIDE and how to participate. The list of names and addresses of TEC members is attached as annex E.

Consultation of Commission database

The TIDE office has established a database of companies and persons that are working in the field of TIDE. On request, the TIDE office can send you the addresses of companies of persons working in your area of interest.

4.2 Information and assistance to proposers.

As appropriate, you may require to make contact with your :

- National representatives on the TEC (TIDE Expert Committee): for Help at national level (in your own language) (annex E).
- National contact points: for documentation (see list of names and address in annex E).
- TIDE Proposer Help Desk: for general enquiries not covered by the TIDE documentation.

Small and medium sized enterprises (SMEs) are particularly welcome to ask for assistance.

In order to help the proposers to better formulate their proposal, a " TIDE Proposer Help Desk" will be organized during the first two weeks of June. This " TIDE Proposer Help Desk" will be staffed by a group of independent experts having experience in the formulation of proposals. These experts will have signed a confidentiality agreement and they will not participate in the evaluation of any proposals nor will they present proposals themselves. The opinion of these experts is their own and they are not engaging in anything the Commission. Their consultation will be free of charge. A

request to make use of this facility should be sent to the TIDE office before May 14. The proposers will be informed of the date and time of their appointment and they should send a draft of their proposal to the TIDE office at least 5 days before this date.

4.3 How to write a proposal

Structure

Proposals must be in three physically separate parts. Proformas for some parts of the Proposal are to be found in Annex A.

Part I must contain the administrative data, Summary and cost information requested in the proformas (FORMS I, II, III.1 and III.2 OF ANNEX A). Part I should also contain a copy of the Project Summary from Part II and must be submitted in **five copies**.

Part II must contain the description of the work with detailed technical information, resource allocation, major equipment used and project management techniques. Part II must be submitted in **six copies**. For TIDE management purposes, an English version of the Summary should be provided (Form II of annex A).

Part III must contain details of the qualifications of all participating Partners and Associated Partners, describe their roles in the project and give information on intended exploitation of the results. Part III must be submitted in **six copies**.

Languages

Proposals may be submitted in any official Community Language but preferably in English.

Objectives

Proposals must show explicitly which of the objectives of the Workplan and the Call for Proposals they address and to what extent they fulfil the Evaluation criteria of Chapter 7.

The Commission may request further documents and additional information necessary to enable it to reach a decision about the Proposal.

Responsibility for assembling and delivery

The Coordinating Contractor is responsible for assembling the Proposal and ensuring that it is submitted in one parcel (or if in more than one parcel in such a way that they are easily identified) to the address specified in the Official Journal Call for Proposals before the closing date indicated therein.

For more details about the content of each part of the proposal please read the chapter 6.

4.4 What should you look at in writing a proposal?

Results

Proposals should focus on results to be achieved, and, in case of Technology Application and Development projects, how the industrial Partners intend to exploit the results. A Proposal is not a detailed project plan; detailed project plans are required at the contract stage only.

Completeness

Proposals should be complete but concise - they are judged on content not on volume. Proposals are going to be read by industrial and scientific experts in the domain of the Proposal. All aspects: industrial, managerial, and technical must be equally well developed.

Balance between components

Remember that there will be strong competition, and a weak component in the Proposal might make it lose to the better ones.

Arrange for your Proposal to be evaluated by colleagues, using the evaluation criteria shown in chapter 7. If you discover any weakness, improve your Proposal before submitting it.

Consortia size

Consortia should be of manageable size - experience has shown that international Consortia with more than six partners are often difficult and costly to manage.

4.5 Notification of Intent

Proposers are urged to use the form in Annex A to notify, as soon as appropriate, the Commission that they will submit a Proposal. The Notification of Intent should be at the Commission before **July 1, 1993** and will be treated in confidence. This Notification of Intent is to help the Commission in selecting an appropriate scale of evaluators. It is therefore in the interests of the potential proposers to complete this form.

5. HOW AND WHEN TO SUBMIT A PROPOSAL

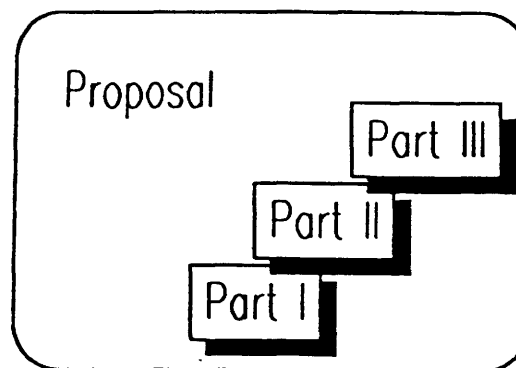
5.1 Submission

Each proposal must be submitted through the Coordinating Contractor.

It is the Coordinating Contractor who will be responsible for the internal management and administration of the proposal, and liaison with the Commission.

You should submit 5 copies of Part I (see the following description) and 6 copies of Part II and Part III.

You may submit proposals in any official language of the EC, but preferably in English. However it is requested to supply at least a summary in English. This will accelerate the assessment of proposals.



5.2 Deadline

The Commission must receive proposals on or before the closing date stated in the Call. The Commission reserves the right not to evaluate proposals received after the deadline.

It is your responsibility to ensure that proposals are received by the Commission by 17H00 at latest on the **18 August, 1993**.

5.3 Delivery

It is the responsibility of the Coordinating Contractor to assemble the proposal and ensure that it is submitted.

You should address and send it to :

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries and Telecommunications,
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B- 1160 BRUSSELS**

The parcel should be double-wrapped, and you must clearly mark on the inner package :

- "Confidential" : Proposal for TIDE

- Type of Action :

- Projects
 - . Access to communications
 - . Control technologies
 - . Restoration and Enhancement of functions
 - . Integrated Systems Technologies
- Horizontal activities

If a proposal is sent in more than one package, each package must be double-wrapped and you must add to the marks on the inner package :

- Package no of (total number of packages)

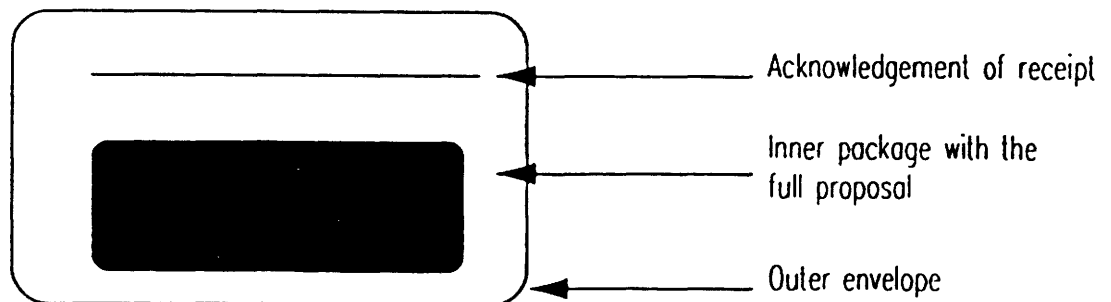
5.4 Acknowledgement of Receipt

You should include - in the outer envelope in which the proposal is delivered - the official "Acknowledgement of Receipt" (see Annex A). On this you - the Coordinating Contractor - must put your organisation's name and full address and the title of the proposed project. This will ensure that the Acknowledgement is returned to you correctly addressed.

Before it is returned the Commission's reception staff will record the date of receipt and a unique reference number, for use in all subsequent correspondence relating to the proposal.

You should ensure that all members of the consortium are given the proposal reference number and use it in all contact with the Commission.

If you do not receive an "Acknowledgement of Receipt" within two weeks after the closing date, you should assume that the application was not received and should contact the TIDE office at the Commission immediately. You are strongly advised to retain proof of dispatch if the proposal is mailed.



Note :

Do not send proposals by fax (not even to announce proposals that are in the mail). Faxes will not be acknowledged.

6. CONTENT OF THE PROPOSAL.

6.1 Part I: Proposal Summary and Consortium Information

Part I comprises:

- the Proforma for a TIDE proposal (Proposal Resource Breakdown) (Form I, Annex A)
- a copy of the Proposal Summary (Form II, Annex A)
- details for each partner in the Proposal (Form III 1 and 2, Annex A)
- a signed statement by the Coordinating Proposer that participation in the Proposal has been formally authorised by all organisations listed in Form I of Annex A.

For details of the costing principles for Proposals and a definition of allowable costs please refer to Annex C of this Information Package which contains an excerpt of the relevant clauses from the TIDE Contract. Annex D gives indications of the cost information that will be requested from consortia whose Proposals are selected for contract negotiations.

6.2 Part II : Proposal Description

Part II of the Proposal must have the following structure:

Title (maximum 80 characters)

Short Acronym and title of the project

Summary (no more than one A4 sheet) (see form II of annex A)

The **summary** of the work. It is a critical document. It should contain the following elements in the order given below. We strongly recommend that this summary be in English.

- Proposal objectives (4 lines).
- Rationale for this work from the market perspective (4 lines).
- Description of the software and hardware that will result in the case of projects and in terms of results analysis, results of tests, organisation structure in case of Horizontal Activities. (4 lines)
- Description of the technical developments needed (6 lines) and method to be used for Horizontal Activities.
- Description of the innovation aspects of the development (4 lines).
- Description of the different steps of the work (7 lines).
- Statement on the ability of the consortium to succeed and how the partners complement each other and fulfil the TIDE eligibility criteria (4 lines).

Objectives (maximum five A4 pages)

- Specify clearly the rehabilitation and technological problems to be solved.
- Specify and qualify industrial objectives.
- Explain how the project will contribute to the TIDE aim and objectives.
- Define the scope for development of new or improved products or processes, with improved performance and functionality (applicable to projects).
- Indicate the dependencies and relationships with tasks or work areas for Horizontal Activities indicated in the TIDE Workplan.
- Indicate the dependencies and relationships with other Community, national or international programmes.

Overview of technical programme (maximum five A4 pages)

Baseline of the proposal, giving the context of the proposed work, and of other developments within the field of the proposal being undertaken by any of the partners. (Write for an experienced professional in the field)

Scientific and technical work description (maximum twenty A4 pages)

Description of the work, identification of the main risks and the different options available to meet the objectives and the criteria for selection between them.

A workplan detailing:

- The technical description in terms of component workpackages¹.
- The starting point of the workpackage.
- The estimated duration of the work.
- The title of the deliverable planned for the documentation of the work done in the work package.
- The man-month effort proposed for each workpackage and for each partner, and their interdependencies and critical timing.

Tasks should only be mentioned as headings for further breakdown in the Technical Annex.

The workplan should indicate which part of the work is envisaged for each partner.

Project management (max two A4 pages)

A description of the **management** techniques and structure to be adopted for the work.

In particular :

- A list stating the **resources** which will be used for the work (manpower, major equipment, special laboratory facilities, etc.) and also stating any major dependencies (other pending contracts, etc.) affecting their availability.
- Major **equipment** and other facilities required for the work shall be listed, indicating when and how they will be provided.
- A PERT² or bar chart with **review points/milestones** (e.g. reports, demonstrations of prototypes and processes, specifications) and interdependencies of the workpackages; a table describing the effort devoted by each participant to the main workpackages should also be provided.
- **List of major deliverable** items and proposed review points. External experts and the Commission will monitor the progression of the project and Horizontal Activities every six months. Please note that the set of deliverables constitutes the proposed results and are an essential part of the work monitoring, but this fact should not normally determine their content and timing

Remarks: words in **bold** should be taken as headings.

¹ A workpackage should comprise at least 10% of the total effort of the project.

² or other representation of the timing and interdependence of workpackages and tasks, with nodes corresponding to the ends of units of work and dates of deliverables and control points at which work can be assessed.

6.3 Part III : Participant details

Part III is to be kept physically separated from Part II and Part I.

List of participants

The description of the role of each of the Partners and Associated Partners (where the latter are already known), the qualifications for their role and the existing products, experience, and knowledge that they will contribute, and why their qualifications and experience make them particularly suitable for the work allocated to them (maximum two A4 pages per Partner). Forms III.1 and III.2 of Annex A.

Brief curriculum vitae of the project or Horizontal Activities manager, and the proposed key members of the project team whom the Proposers commit to the work.

Corporate strategy

The description of the industrial interest in and impact of the work, the knowledge flow from the project, the value to others and in particular how the Proposal meets especially the industrial Evaluation criteria of Chapter 7.

Exploitation and dissemination policy

The intended exploitation of the results by each partner, including:

- Identification of the types of applications or product which might be developed from the results by the participants or by others.
- Indication of the market or service areas in which results might be exploited; preliminary estimates of market size and relevance.
- Further activities and time intervals which might be required to progress from project results to product development.

7. EVALUATION AND PROPOSAL SELECTION

Introduction

The Commission will perform an equitable confidential Evaluation of Proposals taking advice from external experts, immediately after the closing date of the Call for Proposals.

In evaluating Proposals the Evaluation Teams will be looking in particular at the following criteria:

- Industrial potential of the Proposal (for technology projects).
- Eligibility
- Relevance for the rehabilitation
- Technical Merit of the Proposal or potential impact on the structure of the market
- Soundness of Proposal Approach
- Soundness of Organisation and Management

No significance should be ascribed to the order in which the criteria are presented, Proposals should meet them all.

Since there is normally strong competition between different Proposals, Proposers should make sure that all parts of their Proposal are equally well developed and justified. Proposers are advised to verify their Proposal very carefully against these criteria themselves to assure it is well placed in the Evaluation.

7.1 Evaluation Criteria

7.1.1. Evaluation criteria common to projects and Horizontal Actions

Relevance for the rehabilitation

The Proposal must contain statements regarding:

- soundness of the rehabilitation knowledge base compared with the state of the art;
- level of innovation/novelty of the application of the technology in the Rehabilitation technology field;
- the assessment of relevant user needs.
- estimation of the proportion of the relevant users within the specific disability group.

Technical Merit of the Proposal

The Proposal must contain statements regarding:

- soundness of the knowledge by the partners of the state of the art in the field of the work, where relevant, taking into account the results of current or completed work;
- conformity of the Proposal with the Workplan or explanation for departure from the Workplan (a special circumstance);
- contribution of the Proposal to the objectives of TIDE;
- innovation/novelty/extension of the state of the art;
- full coverage of important items/key issues;
- justification of theories and objectives;
- work properly described;
- further expected technology application derived from the work.

Soundness of Proposed Approach

The Proposal must contain statements regarding:

- definition of tasks and terms;
- quantitative specifications for assessment of progress;
- identification of major technical risks;
- well described and clear methods;
- consistency, all aspects equally covered;
- indication, if possible in quantitative terms, of advances to be made over existing technology applications;
- analysis of future needs;
- explanation of untried techniques.

The Proposal must describe in what way the results are achieved with highest efficiency and how unnecessary effort on side aspects will be avoided.

Soundness of Organisation and Management

The Proposal must contain statements regarding:

- soundness of partnership, resources and skills;
- balance of participants between producer industry in relevant fields, user industry, universities, large and small companies and centres or organisations related to Rehabilitation Technology and IT as appropriate for the project;
- soundness of management plan: proper distribution of effort, realistic timescale, consistency and balance in work to meet objectives;
- methods of supervision which allow greatest efficiency in order to obtain the envisaged results;
- structure of the management: in the case of Proposals for large projects in particular, the soundness of the proposed management structure and methods will be of crucial importance;
- evidence of experience and ability to manage work of scope and complexity of that proposed.

Particularly, in the case of large projects, evidence of an appropriate level of participation of SMEs must either be given, or a commitment to achieve it during the course of the project must be made explicit.

7.1.2. Evaluation criteria specific to projects**Industrial Potential of the Technology Application and Development Proposal**

The Proposal must contain statements regarding:

- the potential impact and industrial exploitation of the results of the project: for that reason, preference will be given to projects involving cooperation of IT industrial partners with clear intentions of exploitation;
- the socio-economic impact of the application of the results on behalf of people with disabilities and elderly people;
- the market areas in which results might be exploited; preliminary estimates of market size and relevance;
- the potential impact on the rationalisation of the product area in Europe;
- the socio-economic impact of the application of the results on behalf of people with disabilities and elderly people;
- involvement of SMEs, industrial and university cooperation, technology and knowledge flow (if applicable);
- test of applicability, user involvement, performance test.

In particular Proposals must fully justify the importance of the project for the European and World market of the Rehabilitation Technology. Supporting evidence must accompany the Proposal.

Eligibility

There must be at least two independent partners from different Member States. At least two of the partners should be independent industrial undertakings.

The Proposal must be for a pre-competitive application project to be undertaken in a maximum period of three years.

7.13 Evaluation criteria specific to Horizontal Action

Potential impact of the proposed activity on the structure of the market

The Proposal must contain statements regarding:

- the potential impact of the proposed activity.
- the methods to be used to achieve the wanted impact.
- the practical usability of the results.

Eligibility

There must be at least two independent partners from different Member States.

The Proposal must be of pre-competitive nature and to be undertaken in a maximum period of three years.

It must be emphasised that the above tabulation is a guide to what the evaluators are asked to review in Proposals and upon which they make their recommendations. All Proposals therefore should show clearly how all criteria have been addressed.

7.2 Evaluation Process

The Evaluation takes into account the conformity with the objectives of the Work programme, the breadth of applicability, relevance and urgency for the technology base and the scientific and managerial quality. Applicants for large projects must justify the strategic industrial relevance of their Proposals with supporting evidence.

The competence of the Proposers, the soundness of the organisation and particularly the industrial aspects are considered. One aspect to consider is if an appropriate participation by Small and Medium sized Enterprises (SMEs) is foreseen.

In this context, the Proposal is checked for eligibility. An ineligible Proposal may be exceptionally maintained under consideration or merged with another proposal if it has some outstanding other merit.

The first Phase of the Evaluation ends with the preparation of the Evaluation Report. This report contains summary information for each Proposal and the Evaluators' recommendations how to proceed with each Proposal. The Evaluation Report is kept confidential.

As soon as the Evaluation Teams have completed the Evaluation, Proposers will be informed by the Commission about the Evaluation results (rejection or further consideration of Proposals).

After this phase the Commission may ask Proposers whose Proposals have been recommended for further consideration to present their Proposal orally. Such presentation would be requested within 2-4 weeks after the closing date.

For Proposals still being considered additional financial information according to Annex D will be requested. Replies are expected within 3-4 weeks.

7.3 Selection and Contract Preparation

The Evaluation report will be presented by the Commission to the TEC (TIDE Expert Committee, composed of representatives of the European IT and Rehabilitation Technology community from the Member States) for consideration and advice.

After consultation of this Committee, the Commission makes the decision on the set of Proposals to be offered a contract.

The Commission may, in exceptional cases, suggest merging two or more Proposals, or parts of Proposals, where the resultant modified project would more closely meet the objectives of TIDE.

For the selected set of Proposals, the Commission will request a more detailed description of the project work from the Consortia. This description will form a separate Annex to the Contract called the Technical Annex. Its preparation needs substantial effort, guide-lines will be distributed to the selected consortia. It is based on the structure of the Proposal.

The period between the closing date of the Call for Proposals and the implementation of the first contracts is expected to be about 2 months.

TIDE

**INFORMATION PACKAGE
FOR 1993 CALL**

3. Annexes to General Information

15 April 1993

ANNEXES TO GENERAL INFORMATION

TABLE OF CONTENTS

ANNEX A	Notification of a submission of TIDE proposal Notification of intent to participate in the Proposers' day Explanatory note for Forms II, III-1 and III-2 of Annex A Acknowledgement of receipt Form I : Proforma for a TIDE proposal Form II : Proposal summary Form III : Proposal acronym, Proposal title, Legal name of participant
ANNEX B	Notes on Contract Conditions Example of Contract
ANNEX C	Principles of costing
ANNEX D	Proposer costs information
ANNEX E	National Representatives of the TIDE Expert Committee National Contact Points

ANNEX A

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

NOTIFICATION OF INTENT TO SUBMIT A TIDE PROPOSAL**TO BE SENT TO TIDE OFFICE BEFORE JULY 1, 1993**

NAME : **TELEPHONE :**
ORGANISATION : **TELEX :**
ADDRESS : **E-MAIL :**
TELEFAX :

COUNTRY :

WILL YOU BE THE COORDINATING CONTRACTOR ? YES No

2. OTHER ORGANISATIONS IN CONSORTIUM

<u>NAME</u>	<u>TOWN</u>	<u>COUNTRY</u>
-------------	-------------	----------------

3. SUBJECT AREA (ACCORDING TO HORIZONTAL ACTIVITIES OR THE 44 TASKS OF TIDE WORKPLAN 1993-1994)**4. SHORT RELEVANT TITLE
(MAXIMUM 80 CHARACTERS)****ESTIMATE OF RESOURCES**

MAN YEARS :

TOTAL COST (ECU) :

TIME TO COMPLETE (MONTHS) :

5. SHORT DESCRIPTION

NOTIFICATION OF INTENT TO PARTICIPATE IN THE PROPOSERS' DAY**TO BE SENT TO TIDE OFFICE AS SOON AS POSSIBLE**

1. <u>SENDER</u>	
NAME:	TELEPHONE:
ORGANISATION:	TELEX:
ADDRESS:	E-MAIL:
	NAME:
	TELEFAX:
COUNTRY:	
2. <u>AREA OF INTEREST ACCORDING TO THE HORIZONTAL ACTIVITIES OR THE 44 TASKS OF TIDE WORK PLAN 1993-1994</u>	



COMMISSION
OF THE EUROPEAN
COMMUNITIES

Directorate-General XIII
Telecommunications, Information Industries and Innovation

Brussels,
EB/fva/receipt

To:

RECEIPT FOR A TIDE PROPOSAL

Herewith we acknowledge the reception of the TIDE proposal submitted by the person mentioned in the address of this letter.

This proposal was received in time to be considered in the frame of the call for proposals for the extension of TIDE Pilot Phase projects.

The No. was given to this proposal.

You should carefully note that this number should be used in any correspondence relative to the proposal.

Yours sincerely,

E. BALLABIO

EXPLANATORY NOTE FOR FORMS II, III-1 OF ANNEX A

ROLE: C = COORDINATING PARTNER
P = PARTNER
A = ASSOCIATED PARTNER

TYPE: U = UNIVERSITY
R = RESEARCH INSTITUTE
ON = OTHER NON-PROFIT ORGANISATIONS

INDUSTRY:

IC = AUDIOVISUAL CONSUMER ELECTRONICS
IE = COMPUTER AND OFFICE EQUIPMENTS + PERIPHERAL
II = ELECTRONICS COMPONENTS
IA = INDUSTRIAL AUTOMATION SYSTEMS
IS = SOFTWARE AND SERVICES
AE = AEROSPACE
BA = BANKING
BU = BUILDING
CT = CHEMICAL/GLASS/TEXTILE
CO = CONSULTANCY
EN = ENERGY
MM = METAL WORKING/ MACHINERY/ ELECTRICAL EQUIPMENT/ OPTICS
PU = PUBLISHING
TP = TELECOM PRODUCTS
TS = TELECOM SERVICES
TR = TRANSPORTATION SERVICES
VR = VEHICLE FOR ROAD TRANSPORTATION
VS = VEHICLES FOR SEA TRANSPORTATION
OT = OTHER INDUSTRY (PLEASE SPECIFY)

REMARK: PLEASE IDENTIFY ONLY INDUSTRIAL SECTOR

O = OTHER

COUNTRY: COUNTRY CODE

SHARE: IS TO BE EXPRESSED IN % OF THE TOTAL VALUE OF THE PROJECT

FORMS III-1 AND III-2 OF ANNEX A HAVE TO BE FILLED IN BY EACH PARTNER

FORM I

PROFORMA FOR A TIDE PROPOSAL

--	--

OFFICIAL USE ONLY

1. PROPOSAL RESOURCE BREAK-DOWN
(THIS PART TO BE FILLED IN BY THE COORDINATING PROPOSER)

PROPOSAL TITLE:
ACRONYM: WORKPLAN TASK NUMBER DURATION: MONTHS OR TITLE OF HORIZONTAL ACTIVITY

RESOURCE SUMMARY

PROPOSERS' NAMES	ROLE	PROPOSER TOTAL COSTS (ECU)	ABSOLUTE REQUIRED FUNDING (ECU)	MAN YEARS EFFORT
TOTAL		ECU COSTS	ECU FUNDING	MAN YEARS

I HEREBY CERTIFY FOR ALL THE PARTNERS MENTIONED IN THIS PROPOSAL THAT THEIR PARTICIPATION IN THE PROPOSAL HAS BEEN FORMALLY AUTHORISED ON BEHALF OF THEIR ORGANISATION.

SIGNATURE OF THE COORDINATING PROPOSER DATE

PROPOSER COSTS:
TOTAL ALLOWABLE COST THE PROPOSER WILL HAVE IN RELATION WITH THE PROJECT ACCORDING TO ANNEX C

ABSOLUTE FUNDING:
FUNDING EXPECTED FROM THE COMMISSION ACCORDING TO ANNEX B AND C

FORM II

PROPOSAL SUMMARY

ACRONYM:		TASK N° OR NAME OF HORIZONTAL ACTIVITY:			
FULL TITLE:					
PROPOSERS		ROLE	TYPE⁽¹⁾	COUNTRY CODE	SHARE
TOTAL COST			DURATION:		
TOTAL FUNDING					
PROPOSAL OBJECTIVES					
MARKET NEEDS					
DESCRIPTION OF SOFTWARE AND HARDWARE RESULTING FROM PROJECT					
DEVELOPMENTS NEEDED					
INNOVATIVE ASPECTS					
STEPS OF WORK					
ABILITY OF THE CONSORTIUM TO SUCCEED					

(1) See explanatory note for forms II, III-1 of this Annex.

FORM III-1

PROPOSAL ACRONYM:
PROPOSAL TITLE:
LEGAL NAME OF PARTICIPANT:

PARTICIPANT PROFILE (THIS PART TO BE FILLED FOR EACH PARTNER)

LEGAL NAME:	
ORGANISATION'S TYPE (1):	SIZE: EMPLOYEES
YOUR ORGANISATION'S ROLE IN THIS PROPOSAL (1):	
STREET NAME:	
NUMBER:	PO BOX: CITY:
COUNTY/LOCALITY:	
POST CODE:	COUNTRY:
NATIONAL REGISTRATION/ IDENTIFICATION NUMBER: REGISTRATION OFFICE:	
.....	
NATIONAL VAT NUMBER:	

DETAIL OF THE PARENT ORGANISATION(S) (IF APPLICABLE)

LEGAL NAME:	
ORGANISATION'S TYPE (1):	SIZE: EMPLOYEES
STREET NAME:	
NUMBER:	PO BOX: CITY:
COUNTY/LOCALITY:	
POST CODE:	COUNTRY:
NATIONAL REGISTRATION/ IDENTIFICATION NUMBER:	
.....	
NATIONAL VAT NUMBER:	

(1) SEE EXPLANATORY NOTE FOR FORMS II, III-1 AND III-2 OF THIS ANNEX

FORM III-2

PROPOSAL ACRONYM:
PROPOSAL TITLE:
LEGAL NAME OF THE PARTICIPANT'S ORGANISATION:

CONTACT DETAILS FOR THIS ORGANISATION IN THIS PROPOSAL (THIS PART TO BE FILLED FOR EACH PARTNER)
 (DUPLICATE THIS FORM IF YOU WISH TO REGISTER MORE THAN 2 CONTACTS)

CONTACT NAME OF THE MAIN RESPONSIBLE FOR THE PROPOSAL IN THIS ORGANISATION:		
TYPE OF CONTACT: TECHNICAL / FINANCIAL / LEGAL		
DEPARTMENT:		
STREET NAME:		
NUMBER:	PO BOX:	CITY:
COUNTY/LOCALITY:		
POST CODE:	COUNTRY:	
TELEPHONE NO: TELEFAX NO:		
EUROKOM ID:	E-MAIL ID:	TELEX NO:
.....		

CONTACT NAME OF THE ADMINISTRATIVE PERSON RESPONSIBLE:		
DEPARTMENT:		
STREET NAME:		
NUMBER:	PO BOX:	CITY:
COUNTY/LOCALITY:		
POST CODE:	COUNTRY:	
TELEPHONE NO: TELEFAX NO:		
EUROKOM ID:	E-MAIL ID:	TELEX NO:
.....		

ANNEX B

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

NOTES ON CONTRACT CONDITIONS

Copies of the contract may be obtained by writing to the address below:

TIDE Office
DG XIII - BU29-3/13
Avenue de Beaulieu 29, Room 3/13,
B-1160 Brussels

The following summary gives an overview of the contract conditions.

- 1 Contracts will be concluded with successful proposers for carrying out the work programme.
- 2 For RTD projects the Community contribution will normally be 50% of the actual allowable cost of the work, excluding VAT, up to a specified maximum. Universities, Research Institutes and non-profit organisations may, instead of the 50% of total cost reimbursement, opt for a system whereby they would be reimbursed 100% of the additional expenditures incurred and justified for the project execution. Additional expenditures are understood as expenditures that would not have occurred if the project had not existed. This means for example that the salary of a permanent employee can not be charged as additional expenditure to the project. Such institutions should if possible state in the proposal if they are opting for this system.

For Horizontal activities the Community contribution will be 100% of the cost of the work, excluding VAT, up to a specified maximum.

- 3 The Community contribution will be paid following the real cost or the fixed cost schema.
The real cost schema applies for standard projects. Every six month a detailed cost statement is presented to the Commission, which verifies the cost and pays the corresponding funding.
The fixed cost schema applies Horizontal Activities and to projects requiring less than 500.000 ECU funding, with no individual partner requiring more than 100.000 ECU funding and with a strong participation of Small or Medium Enterprises (SME's). In this schema, regular payments of fixed amounts will be agreed by the Commission before the project starts. The payment will be done after a verification that the project is proceeding satisfactorily (According to Review of the project by independent experts). No cost statement will be required.
- 4 The Community contribution will be paid in instalments. Payments will be on a six monthly basis and advances will be calculated accordingly.
- 5 All interim payments made for costs towards deliverables shall be considered as advances until acceptance of the deliverables.
- 6 Payments, except for the advance, shall be made on approval by the Commission of the interim reports to which the payments are related.
- 7 If on completion or cessation of the work programme the total amount of the Community contribution due for the deliverables accepted is less than the total of the advance and other instalments already paid, the Contractors shall reimburse the difference to the Commission.

- 8 Annex C of the Information Package indicates the principles of costing for the proposal.
- 9 Expenditures will be expressed in ECU or in the national currencies of the Contractor. Payments of the Community contribution relating to such expenditures will be made in Ecu using the rate of conversion as published in the Official Journal of the European Communities on the first day of the month of authorisation of the payment.
- 10 The Contractors shall provide the personnel facilities, equipment and materials necessary for the proper performance of the contract.
- 11 The Contractors shall assume technical and financial responsibility for the work undertaken, and jointly and severally to indemnify the Community against any failure on the part of any of the Contractors to discharge their responsibilities under the work programme.
- 12 The Contractors may, with the agreement of the Commission, entrust the performance of part of the work programme to third parties (Associate contractors, Subcontractors), but they shall not thereby be released from their obligations to the Community, in particular the technical and financial responsibility.
- Associated contractors are project participants who normally either make smaller contributions to the project, or do not require the full exploitation rights to all results, or do not wish to bear the joint and several responsibility for completion of the project. Their share of the work should normally not exceed 20% of the share of the corresponding partner. Their contribution to the costs follow the same rules as for the contractors.
 - Subcontractors deliver results or a service to the project under a contract with one of the Contractors and is fully paid by this one on his share of the project. His share is normally a small part of the corresponding Contractor.
- 13 The Contractors may be requested to send to the Commission the following reports:
- Deliverables:
Summarising the activities in one completed workpackage of the project.
 - Management reports:
Summarising the activities completed, activities started, resources employed, deviations or probable deviations from the planned work schedule or cost. Recommended actions to correct such deviations, planned activities for the next reporting period and, if necessary, a revised work plan.
 - Periodic progress reports:
Within one month of the end of each reporting period specified in the contract setting out the progress of the work, resources employed, the results obtained, deviations from the work plan for the succeeding period. Cost statements shall be submitted by each Contractor through the Coordinator and shall be appended to the corresponding periodic progress report.
- The reporting intervals will be determined on the basis of project size and maturity.

- 14 The Commission may carry out a technical verification of the work at certain intervals during the course of the project. This technical verification will be performed by a team comprised of Commission personnel and independent technical experts and may, at the Commission's discretion, be held on the premises where the work is being carried out.
- 15 The Contractors shall supply to the Commission, without delay, any information which the latter may reasonably request concerning the implementation of the work programme. In particular the Contractors shall make available to the Commission or its representatives and to the Court of Auditors of the European Communities the technical and financial documents required to verify that the work programme has been carried out, and its costs. These documents shall be retained by the Contractors for a period of two years after the acceptance of the final report.
- 16 Special conditions will apply to contractors incorporated in third European countries members of the COST (Coopération Européenne dans le domaine de la recherche Scientifique et Technique), in particular members of the European Free Trade Association (EFTA), and in Central and Eastern European countries.



ANNEX C

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

PRINCIPLES OF COSTING

Allowable Costs(1)

Article 1 - Estimated Costs and Transfer of Costs

- 1.1 Any categories of estimated costs given by each of the Contractors for the work under the contract shall be indicative only and the Contractors may transfer expenditure between categories provided that it does not fundamentally affect the scope or content of the work to be carried out(2).
- 1.2 Each of the Contractors shall ensure that no unnecessary cost or unnecessarily high cost is charged to the contract and shall not make any profit or other surplus on account of the financial contribution of the Commission.

Article 2 - Allowable Costs

Without prejudice to Article 6, allowable costs shall include only actual costs borne by each of the Contractors after the Operative Commencement Date of the contract and which are expressly necessary for the performance of the work under the contract. Allowable costs may include all or any of the following categories of costs:

- labour
- overheads
- travel and subsistence
- durable equipment
- consumables
- computing
- external assistance
- other costs in accordance with Article 10 of this Annex.

(1) This annex contains the relevant clauses from Annex II of the Model contract dealing with Allowable Costs and Third Party Participation. Some of the clauses referenced herein refer to contract clauses.

(2) Article 10.1 of the TIDE Contract adds the following to this clause: "However for the categories 'Labour and overheads' and 'durable equipment', the agreement of the Commission shall be obtained before an increase of more than 10% of the original estimated costs is incurred or is planned to be incurred. In addition budget transfer concerning the two aforementioned categories may be effected between Contractors up to a total of 10% per category per Contractor; such transfers shall be notified to the Commission. For transfers between Contractors in excess of 10% per category per Contractor, prior approval by the Commission shall be obtained".

- taxation and customs duties in accordance with Article 11 of this Annex (2)

Article 3 - Labour

- 3.1 Labour costs shall be charged in respect of the actual time undertaken by direct labour on the work under the contract and shall be calculated by reference to:
- the actual gross salary, wages, or any other labour costs directly relating to the employment of personnel such as social charges and pension contributions, but excluding any participation in profits, or
 - average salaries or wages and such other labour costs specified above, in accordance with the usual policies or practices of the relevant Contractor, where such averages do not deviate significantly from the actual salary or wages and such other labour costs specified above.
- 3.2 Records of time devoted to the work under the contract must be maintained by staff throughout the contract and must be certified at least monthly by the project manager as designated by Article 1.5 of this Annex(3) or another appropriate senior employee of the Contractors.
- 3.3 Direct labour costs shall normally include only scientific, technical support or specialised staff and shall not include general administrative, clerical, secretarial or other similar costs.

Article 4 - Overheads

- 4.1 Overheads may include indirect general costs calculated in accordance with the normal accounting conventions, policies and principles of the relevant Contractor in respect of items such as administration, management, depreciation of buildings and general equipment, accommodation, maintenance, telephones, heating, lighting, electricity, postal services, stationary, staff training, insurance.
- 4.2 Overheads may be charged only in accordance with such conventions, policies and principles accepted by the Commission, and only if:
- they are capable of verification and, for each financial year of the relevant Contractor, do not exceed the actual costs; and
 - no items are included which are specifically charged to the contract under any other head of costs or which are specifically charged to any other person or project by the relevant Contractor.
- 4.3 Overheads may be expressed as a recovery on labour or other costs, and resulting recovery rates not exceeding those used by the relevant Contractor for national governments or other public organisations for similar research may be charged provided that the Commission considers that the principles for calculating them do not significantly conflict with the provisions of this Annex and is supplied with the necessary documentation to justify and support the rates.

(3) Refers to Contract

Article 5 - Travel and Subsistence

Travel and subsistence shall be charged in accordance with the internal rules of the relevant Contractor, but prior approval of the Commission is required for travel outside Western Europe.

Article 6 - Durable Equipment

6.1 Expenditure on equipment which is purchased or fabricated after the Operative Commencement Date of the contract or within the preceding six months and which:

- has a life expectancy not less than the duration of the work under the contract, or
- is placed upon the inventory of durable equipment of the relevant Contractor, or
- is treated as capital expenditure in accordance with the accounting conventions and policies of the relevant Contractor,

shall be allowable costs, reimbursed in a single amount, provided that such costs are not included whether by depreciation or otherwise within any overhead costs.

6.2 For the purpose of calculating such allowable costs, durable equipment shall be deemed to have a life expectancy of three years in the case of computing equipment the purchase price of which is not greater than 10,000 ECU in value, and five years for other equipment. The allowable costs shall be the proportion of the expenditure related to its use on the project that the period of the contract after its delivery bears to such life expectancy.

Article 7 - Consumables

7.1 Expenditure on consumables shall relate to the purchase, fabrication, repair or use of any materials, goods or equipment which:

- do not have a life expectancy greater than the duration of the work under the contract, and
- are not placed upon the inventory of durable equipment of the relevant Contractor, and
- are not treated as capital expenditure in accordance with the accounting conventions and policies of the relevant Contractor.

7.2 No direct charge shall be made for such costs where it is the usual practice of the relevant Contractor to include the costs, whether by depreciation or otherwise, in any overheads.

Article 8 - External Assistance

Subject to Article 3 of this Annex(4) costs of associated contracts, subcontracts, and services shall be allowable costs as external assistance.

Article 9 - Computing

Internal computer costs may include all related costs for staff, connect time, central processor unit time, lines printed, disc storage, material, equipment and charges of outside agencies and may be charged in accordance with the normal rules of the relevant Contractor on the basis of the computer time actually devoted to the work under the contract.

Article 10 - Other Costs

Any other additional or unforeseen cost not falling within any of the aforesaid categories may be charged with the agreement of the Commission provided that it is necessary for carrying out the work under the contract and does not fundamentally affect the scope or the content of the work.

Article 11 - Taxation and Customs Duties

11.1 General provisions

- The Contractor shall carry out the formalities specified hereinafter in this Article to enable the Community to benefit under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities which, as regards its financial contribution to the Research, provides that the Governments of the Member States of the Community shall, wherever possible, take the appropriate measures to remit or refund the amount of indirect taxes or sales taxes in the price of movable or immovable property for the official use of the Community and that the Community is exempt from all customs duties, prohibitions and restrictions on imports and exports in respect of articles intended for its official use.
- The Contractor shall, prior to any importation from a country not belonging to the Community, contact the relevant Commission departments, which will provide it with all relevant information.
- Except with the approval of the Commission, goods purchased or imported under the provisions of the aforesaid Protocol may not be disposed of, assigned or used for purposes other than those laid down in the Contract. To enable the necessary taxation and customs formalities to be carried out, the relevant Commission departments shall be informed of any such disposal, assignment or other use.

(4) Refers to Contract

11.2 Special provisions

11.2.1 In Belgium

- Where the Contractor is liable to pay Value Added Tax, invoices relating to exempted transactions shall be marked "Exonération de la TVA - Article 42 paragraphe 2.2 du Code Circulaire No. 67/1970".
- Where the Contractor is not liable to pay Value Added Tax, he shall contact the "Administration Centrale de la TVA, de l'Enregistrement et des Domaines", to secure exemption from VAT in respect of the provisions of goods and services necessary for performance of the Contract.

11.2.2 In France

- By order of the Minister of Economy and Finance of 29 July 1980 (Bull. Off. note number 201 of 18 November 1980), the provision of services subject to Article 259B of the Code Général des Impôts for a Community Institution outside France, are exempt from Value Added Tax.

11.2.3 In Italy

- Goods and services supplied in Italy for official use by the Community are directly exempt from taxation by virtue of Article 72 of Presidential Decree No. 633 of 26 October 1972, as modified by Presidential Decrees No. 687 of 23 December 1974 (Italian Official Gazette No. 338 of 28 December 1974) and No. 288 of 2 July 1975 (Italian Official Gazette No. 183 of 11 July 1975).

11.2.4 In the Grand Duchy of Luxemburg

- Goods and services supplied within the country for official use by the Community are exempt from Value Added Tax by virtue of Articles 8 and 9 of the Règlement Grand ducal of 19 December 1969 published in the Journal Officiel du Grand Duché de Luxemburg - Recueil de Législation A - No. 66 of 24 December 1969.

11.3 Non recoverable VAT

11.3.1 If a Contractor or an associated contractor has not been, and will not be, able by any means to recover the VAT paid for the purpose of this contract, the VAT amount shall be considered as an allowable cost provided that the said Contractor has:

- taken all action with respect to VAT recovery specified by this contract;
- sought a prior direct exemption from the relevant national VAT administration;

11.3.2 Where the amount of the VAT for an invoice exceeds a threshold specified by the Commission, the Contractor shall comply with the following conditions to enable the Commission to recover the VAT from the government of the relevant Member State of the Community:

- the cost statement shall specify the total amount of VAT chargeable to the Commission

- the VAT form specified in part H of this Annex(5) shall be submitted with the corresponding cost statement.
- three clear and legible copies of the relevant invoices of the supplier showing the supplier's name, the date of the invoice, the VAT amount, the total amount to be paid and the type of service or goods provided shall be attached to the cost statement with the said VAT form;
- any other document required by the Commission to enable it to recover the VAT shall be provided on request.

11.3.3 VAT reimbursed in accordance with Article 11.3.2 shall be in addition to the contribution of the Commission specified in the contract.

Article 12 - Items not Allowable

Allowable costs, whether charged directly or indirectly, shall, inter alia, exclude:

- any profit,
- unnecessary, extravagant or wasteful outlays,
- distribution expenses, and marketing and advertising expenses to promote products and commercial activities,
- any provisions for possible future losses or liabilities,
- any interest, or return on capital employed,
- bad debts,
- entertainment expenses, except such reasonable expenses accepted as being wholly and exclusively necessary for carrying out the work under the contract,
- any costs relating to other projects financed by third parties,
- any costs relating to the protection of results of the work under the contract.

Specific Financial Provisions for organisations charging marginal costs / additional expenditure

Article 13 - Application of marginal costs/additional expenditure

13.1 This part of the Annex shall apply only to those Contractors whose actual allowable costs are to be the actual marginal costs/additional expenditure of carrying out the work under this contract.

(5) Refers to Contract

13.2 For the purposes of this contract "marginal costs/additional expenditure" means costs specified in Articles 22 to 33 of Annex II(6) as modified hereafter, of carrying out the work under the contract which are additional to the normal recurrent costs of the Contractor without the execution of the work under the contract and are not reimbursed by any third party by way of grant, subsidy, or otherwise.

Article 14 - Modifications to Part D of Annex II-of the Model Contract

Labour

14.1 There shall be added to Article 3 of Annex II the following:

"3.3A Notwithstanding Articles 3.1 and 3.3 of Annex II labour costs shall relate only to staff

- who are employed as research staff or assistants with a view to carrying out research, and
- who are employed under temporary contracts of employment normally commencing after the date of the commencement of the work under the contract for periods not normally exceeding the duration of this contract, or who are permanently employed support staff whose salaries are not financed by normal recurrent or other support from government departments of the Member States of the Community or other persons or bodies, and who are wholly and exclusively or principally assigned to the work under the contract, and
- who are not employed specifically for the purpose of fulfilling any teaching duties.

3.3B Labour costs shall be calculated only by reference to the actual salary in accordance with the first indent of Article 3.1 of Annex II, and such costs may also include full-time registration or tuition fees payable by Contractors for research staff."

Overheads

14.2 No overheads shall be calculated as an allowable cost and Article 4 of Annex II shall be substituted by the following:

"4. A fixed contribution may be charged in respect of indirect general costs such as administration, management, depreciation of buildings and general equipment, accommodation, maintenance, telephones, heating, lighting, electricity, postal services, stationary, staff training and insurance.

The contribution shall be fixed at 20% (or any lower amount requested by the Contractor in accordance with its normal accounting conventions, policies and principles) of total allowable costs, excluding Associated Contracts and VAT".

(6) Refers to Contract

Computing

14.3 Article 9 of Annex II shall be modified to the extent that the costs for routine and minor usage of computer facilities shall not be an allowable cost under the said Article but shall be deemed to be included in the fixed contribution specified in Article 14.2.

Article 15 - Participation of Third Parties**15.1 For the purposes of this Article:**

- "an associated contract" means an agreement between a Contractor and any legal entity (hereinafter referred to as "an associated contractor") for the latter to carry out work under this contract for that Contractor and to contribute financially to such a work.
- "a subcontract" means an agreement, other than an associated contract, between a Contractor and a legal entity for the latter to carry out work under this contract for that Contractor.

15.2 Each of the Contractors may enter into associated contracts or subcontracts, but shall not thereby be released from its obligations and responsibilities to the Commission under the contract. Articles 15.3 to 15.6 of this Annex shall apply to all such arrangements, and the following provisions shall apply to specific arrangements as indicated:

(a) Associated contracts

Subject to Article 15.4, an associated contract shall be entered into only with the prior written agreement of the Commission.

The draft associated contract shall be submitted to the Commission by recorded delivery or registered letter. Within one month of receiving the draft contract, the Commission shall submit its observations or notify the relevant Contractor of the need for a longer period to submit its observations, failing which it shall be deemed to have agreed to the conclusion of the associated contract.

An associated contractor shall be granted fair and reasonable terms in the associated contract for its contribution to the work and the associated contract shall conform with the following principles:

- an appropriate proportion of the advance payment of the omission under Article 21 of this Annex(7) shall be paid without undue delay by the relevant Contractor to the associated contractor, or arrangements of similar effect shall be agreed with the associated contractor;
- the associated contractor shall comply with the financial requirements specified in parts D to H inclusive of this Annex (7) in respect of the costs for its part of the work under the contract;
- the associated Contractor shall, having regard to its contribution to the contract:
 - be granted appropriate rights and benefits, and
 - be required to comply with similar obligations of the Contractors,
 - in respect of the ownership, exploitation, commercialisation, and licences or user rights of results generated from the contract in accordance with part B of this Annex (7);

(7) Refers to Contract

the associated Contractor shall comply with the requirements of this contract relating to confidentiality and the submission and publication of reports.

(b) Subcontracts

Subcontracts may be concluded without the written agreement of the Commission where:

- sufficient details of the subcontracting have been included in the contract, or
- the value of an unforeseen subcontract does not exceed 100,000 ECU and does not fundamentally affect the conditions under which the contract was concluded, and the total collective value of all unforeseen subcontracts of a Contractor does not exceed 20% of its estimated total allowable costs of the work under the contract, or one million ECU, whichever is the lower.
- Subject to Article 15.4, written agreement of the Commission is required in any other circumstances for any subcontracts. Where such agreement is required, the relevant Contractor shall submit by recorded delivery or registered letter details of the names of the subcontractors to carry out any work, the work to be carried out, and the estimated cost of such work. The Contractor shall, if requested by the Commission, submit to it drafts of any contracts with such subcontractors. The Commission shall respond in writing to any written request submitted to it within two months of its receipt, or within two months of the receipt of the draft subcontract, failing which it shall be deemed to have agreed to the conclusion of the subcontract.

(c) Associated contracts and subcontracts

Any agreement by the Commission to the conclusion of an associated contract in accordance with Article 5.2(a) hereof, or any implicit or explicit agreement to a subcontract in accordance with Article 15.2(b) hereof shall be without prejudice to, and shall not affect, the responsibilities of the Contractors regarding the financial management of the contract.

15.3 The relevant Contractor shall impose on any subcontractors and associated contractors the same obligations as apply to itself with respect to any rights held by the Commission under this contract concerning the results of the work performed or monitoring the performance of the work or any other technical or financial control. Each of the Contractors has the responsibility to ensure that its subcontracts and associated contracts contain adequate provisions to protect the rights of the Commission and the Commission shall only be deemed to have agreed to deviate from its rights if, and only to the extent, it has agreed explicitly in writing.

15.4 Notwithstanding the provisions of Article 15.2 the agreement of the Commission shall not be required for any associated contract or subcontract to be entered into between a Contractor and one of its Affiliated Companies within the meaning of Article 14(2)(8) of this Annex provided that the latter is incorporated or established within the Community and that the associated contract or subcontract:

(8) Refers to Contract

- will not result in increased costs for the relevant Contractor or a delay in the work under the contract, and
- does not affect the conditions under which the contract was concluded.

Nevertheless, the Commission shall be notified by the Contractor of any associated contract or subcontract entered into between that Contractor and one of its Affiliated Companies within the meaning of Article 14(2)(9) of this Annex. The notification shall include the nature of the affiliation or association and the value of the subcontract or the associated contract.

- 15.5 Written agreement of the Commission is required for subcontracts or associated contracts with third parties situated outside the Community, provided that where such third parties are directly or indirectly ultimately owned or controlled, within the meaning of Article 14(2)(a)(9) of this Annex, by a company incorporated and resident in, and subject to the law of, a Member State of the Community, the Commission shall be deemed to have agreed to the conclusion of the subcontract or the associated contract unless it submits observations to the contrary to the Contractor within one month of the receipt of written notification of the proposed arrangement.
- 15.6 The provisions of this Article shall not apply to orders for materials, equipment and services which are incidental to, or calculated to facilitate the execution of, the contract and placed in the normal course of business in accordance with the internal procedures and rules of the Contractors.

(9) Refers to Contract

ANNEX D

**Commission of the European Communities
Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

PROPOSER COSTS INFORMATION

For Proposals which, after Evaluation, are being considered for contract award, the Proposers (Coordinating Partner, Partners and Associated Contractors) shall be required to provide the Commission with a detailed break-down of all of their proposal costs and overhead structure.

Proposers that have previously agreed labour and cost structures with the Commission should provide full references to previous correspondence.

For those Universities, Research Institutes and non-Profit Organisations who opt for the 100% funding of additional expenditure, we should like to remind you that the labour cost of persons already on the pay-roll is not allowable and must not be budgeted (see part E of the contract, Articles 34 and 35 for further details).

Universities, Research Institutes and non-Profit Organisations who do not have a reliable and rather detailed accounting system to support the full costs (including overheads allocation and recovery within the RTD environment) are advised to opt for the 100% additional expenditure option.

Proposers who so wish may obtain the cost information forms by writing to:

**Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

ANNEX E

**Directorate-General XIII
Information Technologies and Industries,
and Telecommunications
Directorate C3
TIDE Office
Avenue de Beaulieu 29, Room 3/13
B-1160 Brussels**

TEC MEMBERS ADDRESS LIST

MRS. N. HENRY

SERV.PROGRAMMATION DE LA POLITIQUE SCIENTIFIQUE.
RUE DE LA SCIENCE 8
B-1040 BRUXELLES
TEL: +32-2-238 35 07 / FAX: +32-2-230 59 12

MR. J. RUBIN

NATIONAL AGENCY OF INDUSTRY AND TRADE
TAGENSVEJ 137
DK-2200 COPENHAGEN
TEL: +45-31 85 10 66 / FAX: +45-31 81 70 68

MR. ING. C. BÜHLER

FTB
GRÜNDSCHÖFFELERSTRASSE 40
D-5802 WETTER
TEL: +49.2335.968 111 / FAX: 49-2335-968 119

MR. S. BATUSANSKI

MIN.DES AFFAIRES SOCIALES ET DE L'INTEGRATION
BUREAU DE L'INFORMATIQUE
1 PLACE DE FONTENOY
F-75350 PARIS CEDEX 7
TEL: +33-1-40 56 47 12 / FAX: +33-1-40 56 49 63

DR. C. STEPHANIDIS

INSTITUTE OF INFORMATICS - FORTH
DEADALOU 36
GR-71306 HERAKLION
TEL: +30-81-229 302 / FAX: +30-81-229 342

DR. G. AMANTEA

MIN. DELLA RICERCA SCIENTIFICA E DELL'UNIVERSITA
LUNGOTEVERE THAON DI REVEL 76
I-00196 ROMA
TEL: +39-6-326 891/ FAX: +39-6-323 26 45

MR. A. WAGNER

MINISTERE DE LA SANTE
SERVICE D'ACTION MEDICO-SOCIO-THERAPEUTIQUE
1 RUE DU PLEBISCITE
L-2341 LUXEMBOURG
TEL: +352-4047401 / FAX: +352-40 47 05

MR. L.M.F. AZEVEDO

CAPS/COMPLEXO I
INSTITUTO SUPERIOR TECNICO
AV. ROVISCO PAIS
P-1096 LISBOA CODEX
TEL: +351-1-352 43 09 / FAX: +351-1-352 30 14

MR. A. SHIPLEY

MDD, DEPT. OF HEALTH
14, RUSSEL SQUARE
UK-WC1B 5EP LONDON
TEL: +44-71-636 68 11 / FAX: +44-71-637 89 90

MR. H. MONSEREZ

MINISTERIE VAN DE SOCIALE VOORZORG
ZWARTE LIEVEVROUWSTRAAT 3C
B-1000 BRUSSEL
TEL: +32-2-509 81 71 / FAX: +32-2-509 85 36

MR. E. WINTERBERG

DANISH CENTRE/TECHNICAL AIDS REHAB. & EDUC.
GRAHAM BELL'S VEJ 1A
DK-8200 ARHUS C
TEL: +45 86 783 700 / FAX: +45 86 783 130

MR. DIESSNER

DEUTSCHE FORSCHUNGSANSTALT
UND RAUMFAHRT - TECHN.
LINDER HOHE
D-5000 KOLN 90
TEL: +49 2203 601 34 36 / FAX: +49 2203 601 30 17

MR. X. JUNG

MIN. INDUSTRIE & COMMERCE EXTERIEUR
3-5 RUE BARBET DE JOUY
F-75353 PARIS CEDEX 07
TEL: +33-1-43 19 32 03 / FAX: +33-1-43 19 35 51

PROF. T. LEO

UNIVERSITA DEGLI STUDI DI ANCONA
FACOLTA DI INGEGNERIA
VIA BRECCIE BIANCHE
I-80131 ANCONA
TEL: +39-71-89 22 05
FAX <2PM: +39-71-22 04 690/> 2PM: +39-71-22 04 835

PROF. DR.W.E. EISMA

A.Z. GRONINGEN - FAC. DER GENEESKUNDE
REVALIDATIE AFDELING
OOSTERSINGEL 59
NL-9713 EZ GRONINGEN
TEL: +31-50-612 295 / FAX: +31-50-614 759

MR. J. MORA PARDINA

CENTRO DE INVESTIGACION CLINICA
INSTITUTO DE SALUD 'CARLOS III'
C/SINESIO DELGADO 12
E-28029 MADRID
TEL: +34-1-31 40 807 / FAX: +34-1-733 66 14

MR.D.M. LOBATO GALINDO

CENTRO ESTATAL DE AUTONOMIA PERSONAL
INSERSO
PASEO DE LOS EXTEMENOS S/N
E-28038 MADRID
TEL: +34-1-778 90 61 / FAX: +34-1-778 41 17

MR. S. KENNY

NAT'L REHABILITATION BOARD/LG. CO-ORDINATOR
25 CLYDE ROAD
IRL-DUBLIN 4
TEL: +353-1-684 181 / FAX: +353-1-609 935

15 April 1993 - CP(93)006

TIDE NATIONAL CONTACT POINTS

BELGIUM

MRS. N. HENRY
SERV.PROGRAMMATION DE LA POLITIQUE SCIENTIFIQUE
RUE LA SCIENCE 8
B-1040 BRUXELLES
TEL: +32-2-238 35 07 / FAX: +32-2-230 59 12

DENMARK

MR L. POULSEN
MINISTRY OF INDUSTRY
I & HS
TAGENSVEJ, 135
DK - 2200 COPENHAGEN N
TEL: +45-31-85 10 66 / FAX: +45-31-81 70 68

FRANCE

MRS CLAUDE
CNFLRH
RELATIONS INTERNATIONALES
38 BOULEVARD RASPAIL
F - 75006 PARIS
TEL: +33-1-45 44 33 23 / FAX: +33-1-45 48 99 21

GERMANY

MR H. WELTRING
DEUTSCHE FORSCHUNGSANSTALT FUER LUFT- UND RAUMFAHRT E.V.
MANAGEMENTDIENSTE, DEPT MD-TK
LINDER HOEHE
D - 5000 KOELN 90
TEL: +49-2203-601 3400 / FAX: +49-2203-601 3017

GREECE

MR N. POULAKOS
HELLENIC PRODUCTIVITY CENTRE
4 POSIDONOS STREET
HALANDRI
GR - 15232 ATHENS
TEL: +30-1-684 0133-9627 / FAX: +30-1-685 1624

IRELAND

MR S. KENNY
NATIONAL REHABILITATION BOARD
I.G. CO-ORDINATOR
25 CLYDE ROAD
IRL-DUBLIN 4
TEL: +353-1-684 181 / FAX: +353-1-609 935

ITALY

MR D. LA RANA
UFFICIO DEL MINISTERO PER LA RICERCA
SCIENTIFICA E TECNOLOGICA
LUNGOTEVERE THAON DE REVEL 76
I - 00198 ROMA
TEL: +32-2-509 81 71 / FAX: +32-2-509 85 36

LUXEMBOURG

MR A. WAGNER
MINISTERE DE LA SANTE
SERVICE D'ACTION MEDICO-SOCIO-THERAPEUTIQUE
1 RUE DU PLEBISCITE
L-2341 LUXEMBOURG
TEL: +352-40 47 401 / FAX: +352-40 47 05

THE NETHERLANDS

ING. B.D.C. VAN WERKHOVEN
BUREAU EC LIAISON
P.O. BOX 13766
NL - 2501 ET DEN HAAG
TEL: +31-70-3610 444 / FAX: +31-70-3562 811

PORTUGAL

MR A.C. D'ACUNHA
LABORATORIO NACIONAL DE ENGENHARIA E
TECNOLOGICA INDUSTRIAL (LNETI/CIT)
AZINHAGA DO LAMEIROS ESTRADA DO FACO DO LUMIAR
P - 1699 LISBOA CEDEX
TEL: +351-1-716 27 12 / FAX: +351-1-716 09 01

SPAIN

MR S. SORIANO
CDTI
P. CASTELLANA 141
E - 28046 MADRID
TEL: +34-1-581 55 62 / FAX: 34-1-581 55 84

UNITED KINGDOM

MR A.D.C. SHIPLEY
MDD, DEPT OF HEALTH
ROOM 313
14 RUSSEL SQUARE
UK - WC1B SEP LONDON
TEL: +44-71-636 68 11 / FAX: +44-71-637 8990

TIDE

**INFORMATION PACKAGE
FOR 1993 CALL**

4. Workplan 1993-1994