

ADDITIONAL INFORMATION IN RELATION TO THE OPEN INVITATION TO SUBMIT PROPOSALS FOR TARGETED ANALYSES

Note on Application Form Error Messages

In Section 3.2 of the application form you may encounter the following error message:

“ERROR! Type of stakeholder needs to be selected according to type of action under point 1.2”

If this or any other error message appears, please ignore it and submit the application form regardless.

The present document, version 4 March 2016, includes the following additional information from the ESPON EGTC for requests received on:

Info Request #	Reception date of information requests:	Subject of information requests:
# 1	11/01/2016	Type of stakeholders that can submit a proposal for targeted analysis
# 2	11/01/2016	<ul style="list-style-type: none"> - Number of stakeholders who can submit a proposal - Territorial scope of a stakeholder proposal - Use of existing ESPON evidence - Application form
# 3	13/01/2016	<ul style="list-style-type: none"> - Territorial scale of analysis - Complementarities to existing ESPON evidence
# 4	20/01/2016	Application form
# 5	21/01/2016	Running targeted analyses
# 6	28/01/2016	Use of existing ESPON results
# 7	03/02/2016	<ul style="list-style-type: none"> - Suitability of a project idea - Letter of commitment - Submitting application form
# 8	03/02/2016	<ul style="list-style-type: none"> - Who can be lead stakeholder - Who can be partner stakeholder
# 9	03/02/2016	Partner search
# 10	03/02/2016	Support in applying for targeted analyses
# 11	08/02/2016	Other calls for stakeholder proposals during 2016
# 12	09/02/2016	Eligible stakeholders
# 13	22/02/2016	Reference to a section 1.5 in application form
# 14	24/02/2016	Financing of the project
# 15	24/02/2016	<ul style="list-style-type: none"> - Indicative budget - Participating stakeholders - Letters of commitment
# 16	26/02/2016	Signature of lead stakeholder

# 17	02/03/2016	Composition of stakeholder partnership
# 18	04/03/2016	Stakeholders joining in targeted analysis
# 19	04/03/2016	Number of stakeholder proposals that can be submitted per year
# 20	04/03/2016	<ul style="list-style-type: none"> - Type of stakeholders that can submit proposals - Next deadlines for submitting stakeholder proposals

Questions and answers are detailed in sections below.

NB: the present information has been published on the ESPON website and sent by email to all interested applicants who approached the EGTC with a query.

Please find here below requests of information by email (application@espon.eu) from interested applicants and the complementary information provided by the ESPON EGTC:

Information Request # 1 of 11/01/2016

1. Additional information on the type of stakeholders that can submit a proposal for targeted analyses
“What type of stakeholders can submit proposals for targeted analyses?”

- **As mentioned in the guidance for stakeholder proposals for ESPON targeted analyses, there are two types of stakeholders that can submit proposals for ESPON targeted analyses:**
 - *Stakeholders and practitioners from national, regional and local administration of EU member states and the four ESPON partner states (Iceland, Liechtenstein, Norway and Switzerland).*
 - *Authorities implementing EU funded programmes, e.g. Managing Authorities and programme secretariats.*

In case of doubts, interested applicants are recommended to clarify within their own national context if they belong to one of the two types of stakeholders mentioned above.

Information Request # 2 of 11/01/2016

1. Additional information on the number of stakeholders who submit a proposal
“We are aware that the proposal for targeted analysis can be selected even if proposed by only one stakeholder. However in order to achieve a wider geographical coverage may we have your opinion on the advisable number of stakeholders?”

- **There is no advisable number of stakeholders as such. Depending on the scope of the targeted analysis in question, the themes to be addressed, the tasks to be implemented and the envisaged outcomes, it can be an advantage to involve either more or less stakeholders. Experience from previous targeted analyses has shown that stakeholders often benefited of the inclusion of other stakeholders and the cooperation in the implementation of the activity. However, it is up to each applicant to judge the appropriate number of stakeholders to be involved.**

2. Additional information on the territorial scope of the proposal
“Could you advise on the preferable territorial dimension of the analysis, covering rather a national territory or a larger territory, e.g. the one of a macro region?”

- **There is no preferable territorial dimension for a targeted analysis as such. Again, depending on the scope of the targeted analysis in question, the tasks to be implemented and the envisaged outcome, it can be an advantage to either limit or extend the territorial coverage of the analysis. It is ultimately up to each applicant to judge the appropriate territorial coverage of the targeted analysis in question. The basic idea of targeted analyses is to provide a European perspective and add an understanding of the wider territorial context.**

3. Additional information on the use of existing ESPON evidence

“Is it appropriate for a current proposal to build upon the results of a previous ESPON targeted analysis that involved the stakeholder who’s submitting the current proposal? Furthermore, is it suitable to thematically relate the stakeholder proposal to the themes for applied research that are currently out for tender?”

- **Generally, proposals for targeted analyses should reflect that stakeholders have thought about which existing ESPON evidence they would like to make use of in providing a European territorial dimension to the implementation of their project idea. The ESPON evidence mentioned in this respect should be thematically related to the scope and tasks of the proposed activity. If it appears to be of added value for a new targeted analysis to make use of the results of a previous targeted analysis that involved the submitting stakeholder, then this should be mentioned in the stakeholder proposal. But it is ultimately up to the stakeholder to decide if there is a thematic link and if that previous targeted analysis could be a valuable source for the new targeted analysis.**
- **By the same token, if themes of applied research that are currently out for tender can add value to a particular targeted analysis, they can be considered, too by stakeholders. In that case, though, stakeholders need to be aware of the timing of these applied research activities and by when useful evidence might be available to feed into their targeted analysis.**

4. Additional information on the application form

“Is it possible to select more than one key word to identify the main topics of the proposed targeted analysis/to identify the geographical area covered? Is it necessary to select the maximum of four key words?”

- **The application form allows the selection of up to four key words. Applicants can choose if they want to select just one or up to four key words from the provided drop down menu. The exact choice is at the discretion of the submitting stakeholder.**

Information Request # 3 of 13/01/2016

1. Additional information on territorial scale of analysis

“The guidance for stakeholders proposing an idea for ESPON targeted analyses lists several requirements for stakeholder proposals, among which *“Relevance for place-based development strategies”*. Given this criterion, are proposals for an analysis on national level (e.g. collecting data at national level, creating national indicators, etc) acceptable or would the project idea have to cover a larger territory?”

- **As indicated in # 2, point 2 above, it is entirely up to the stakeholder(s) behind the project idea to define the territory that should be covered by the targeted analysis. This can range from local communities/cities, regions, countries, to programme areas of EU funded programmes. As stated in the stakeholder guidance under *“Relevance for place-based development strategies”*, stakeholders need to make sure the results they envisage to achieve *“... feed into and support integrated place-based policy making of the territories in question.”* At the same**

time, as mentioned on p. 2 of the stakeholder guidance, “... other countries, regions or cities throughout Europe should be able to benefit from the results.”

2. Additional information on complementarities to existing ESPON evidence
“Is the theme of ‘cultural heritage’ considered complimentary to ESPON activities?”

➤ **As mentioned in the stakeholder guidance, ESPON has over the years produced a wealth of territorial evidence on various topics, all of which can be accessed via the ESPON website. In the framework of the ESPON 2006 programme, for instance, an applied research project dealt with the impacts of cultural heritage and identity. Other ESPON projects have looked at cultural heritage from different angles. In line with the stakeholder guidance, “... stakeholders should consider how their project proposal relates to past and ongoing ESPON activities.”**

Information Request # 4 of 20/01/2016

1. Additional information on application form

- “Clarification and further explanation is required with respect to section 2.2.2, in particular as to what is meant by and what information needs to be included under “Policy and/or methodological issues to be addressed”?”

➤ **Stakeholder proposals must be based on defined policy needs by the stakeholders behind the proposed idea. Likewise, and according to the stakeholder guidance provided on the ESPON website, “The analysis needs to be related to the stakeholder’s specific territorial context and the policy opportunities and challenges of the specific territory that stakeholders are representatives of.” Against this backdrop, stakeholders should identify the policy issues that they want to address with their project, and which could benefit from territorial evidence from a European perspective.**

- “Further explanation is required in view of section 3 “Participating stakeholders”, specifically the table titled “Number of stakeholders from Structural Funds Programmes”. Should stakeholders be divided according to the programme objective they fall under? Would this table imply any relationship between the usage of funds under such programmes and the ESPON targeted analysis?”

➤ **In this table, participating stakeholders simply just need to be named, no particular division is needed. The table doesn’t imply any relationship between the usage of funds under such programmes and the ESPON targeted analysis.**

Information Request # 5 of 21/01/2016

1. Additional information on running targeted analyses
 - “What is meant by: *“Selected proposals will be provided with the academic, administrative and financial capacity to organize and carry through the targeted analysis”*? Does it mean that the experts will be selected and totally paid by the ESPON EGTC?”
 - **Following the selection of a stakeholder proposal and its development into terms of reference, the EGTC will launch an open call for tenders to find qualified academic experts that can carry out the analysis requested by the stakeholders. The EGTC will select, together with the stakeholders, the relevant experts and will pay them for implementing the tasks specified in the terms of reference.**
 - “What kind of costs is eligible for a targeted analysis?”
 - **As mentioned above, academic experts will be paid for carrying out the analysis in line with the terms of reference. The costs incurred in performing their tasks will be paid in accordance with public procurement rules.**
 - “What is the co-financing rate for actions in the framework of targeted analyses?”
 - **The ESPON EGTC fully pays all costs incurred in the implementation of the service as offered in the tender contracted. No co-financing is expected by stakeholders involved.**
 - What is the meaning of “on own costs” (p. 3 of stakeholder guidance)?
 - **Stakeholders involved in a targeted analysis will have to foresee costs for attending and/or hosting meetings during the lifetime of the project. They also need to make sure that some of their working time needs to be dedicated to surveying the project, giving feedback to reports and providing input and information to the academic experts.**
 - “Is there a kind of ‘Programme Manual’ that explains the typologies of eligible costs and other rules?”
 - **There is no such document. As mentioned above, costs incurred for the implementation of the analysis by the academic experts will be fully paid by the ESPON EGTC to the service provider, in line with the terms of reference.**

Information Request # 6 of 28/01/2016

1. Additional information on the use of existing ESPON results

“The guidelines for stakeholder proposals mention that the proposed analysis should make use of relevant existing ESPON results. What does that mean exactly? Does the data required for the analysis have to be included in the ESPON Database? Or do stakeholders have to indicate where the necessary data could come from?”

- **The use of existing ESPON results can come in different ways depending on the scope of the targeted analysis. Existing territorial evidence such as concepts, indicators and data can be taken as starting point for the targeted analysis. They are one source of information, supporting the presence of a European perspective in the project. In addition, there is normally a need for complementary knowledge, information and data related to the specific territory addressed by the analysis. The latter need to be provided by stakeholders behind the targeted analysis or they should facilitate access to it. Experience has shown that both inputs, existing ESPON evidence from a European level and territory specific information are required for the targeted analyses to become useful. In case the data requirements can already be specified in the stakeholder proposal this would be fine but this is not compulsory.**

Information Request # 7 of 03/02/2016

1. Additional information on suitability of a project idea

“We would like to submit an application to the ESPON targeted analysis call on the subject of austerity and social inclusion in the context of urban areas and devolved powers. With this ESPON study we would like to explore the role of urban areas, understand the reasons behind poverty today, and especially how giving urban areas more authority and devolved power from central government can help cities to improve the places and the lives of citizens which are left behind. We would very much appreciate your views to understand if this is a study which would be valued by ESPON. We are already in dialogue with a number of other cities in Europe to undertake this ESPON study in partnership so we can end with real comparable data which can then be used to inform other cities in other parts of Europe.”

- **As long as the general requirements for stakeholder proposals (see stakeholder guidance document) are met, any proposal would be welcome.**

2. Additional information on letter of commitment

“Is there a standard letter of commitment that the lead stakeholder should be providing to partner stakeholders?”

- **No, there is no standard model for a letter of commitment.**

3. Additional information on submitting application form
“Should the application form be sent by email or as a hard copy?”

- **Applications should only be sent by email.**

Information Request # 8 of 03/02/2016

1. Additional information on who can be lead stakeholder
“Could you please verify if an association of regions, which is a non-profit public body with legal personality, financed by contributions from the regions, can act as a lead stakeholder?”

- **Yes, this body could act as lead as well as partner stakeholder in a targeted analysis.**

2. Additional information on who can be partner stakeholder
“Could you please verify a port authority and/or a municipal authority can be a partner stakeholder?”

- **Yes, these bodies could act as partner as well as lead stakeholders.**

Information Request # 9 of 03/02/2016

1. Additional information on partner search
“We couldn’t find any tool for partner search on your website. Do you have some kind of database of other stakeholders looking for partners?”

- **No, the ESPON EGTC has no database nor any other tool that could facilitate partner search.**

Information Request # 10 of 03/02/2016

1. Additional information on support in applying for targeted analyses
“We would like to know if it was possible for an ESPON staff member to come to our offices and explain further the call for proposals.”

- **Such kind of support is not possible as it would give a competitive advantage to one stakeholder institution.**



Information Request # 11 of 08/02/2016

1. Additional information on other calls for stakeholder proposals during 2016
“Will there be another call for stakeholder proposals during 2016?”
- **The opportunity to submit stakeholder proposals remains continually open throughout the lifetime of the ESPON 2020 Cooperation Programme. Stakeholders are therefore welcome to submit their proposals at anytime throughout the year and these will be considered in the subsequent selection round. A further announcement on the next closing date for the evaluation of proposals shall be made during the first half of 2016.**

Information Request # 12 of 09/02/2016

1. Additional information on eligible stakeholders
“We are a broad public organisation. Half of our members are institutional bodies. Could you please confirm if we are eligible for submitting a stakeholder proposal?”
- **In line with # 1 above, in case of doubt, interested applicants are recommended to clarify within their own national context if they belong to one of the two types of stakeholders mentioned in the guidance document for stakeholder proposals for targeted analysis.**

Information Request # 13 of 22/02/2016

1. Additional information on reference to a section 1.5 in application form
“The application form for stakeholder proposals includes in section 2.1 a reference to a section 1.5: “refer to the information provided in section 1.5.” However, there is no section 1.5 in the application form. Is it possible that the reference should be to section 1.4?”
- **There is indeed a blunder in the application form in that respect. The reference to section 1.5 in section 2.1 of the application form should read section 1.4 instead.**

Information Request # 14 of 24/02/2016

1. Additional information on financing of project
“On the website you can read the following: *“Stakeholders develop their project proposals and submit them for evaluation to the ESPON EGTC. Selected proposals will be provided with the academic, administrative and financial capacity to organize and carry through the Targeted Analyses.”* The guidance document states the following: *“The commitment of stakeholders is*

decisive for a useful analytical outcome which includes to be engaged in the entire implementation process on own costs, and give continuous feedback to intermediate and draft final results.” Will travel expenses, salary etc. for the project partners be included in the project budget, during the analysis phase? Or will the project budget only include expenses for the researchers?

- **ESPON will cover the costs of the academic experts implementing the targeted analysis projects. Participating stakeholders will need to cover their own costs for participating in a targeted analysis.**

Information Request # 15 of 24/02/2016

1. Additional information on indicative budget for targeted analysis

“Shall the stakeholder proposal include an indicative budget for the targeted analysis or will ESPON estimate the budget and define the necessary indicative amount once the proposal is selected?”

- **The stakeholder proposal shall not include an indicative budget. Based on the proposal the ESPON EGTC will estimate the budget needed for the targeted analyses.**

2. Additional information on participating stakeholders

“Are universities and a national academy of science eligible participating stakeholders?”

- **Please refer to # 1 above on this issue.**

3. Additional information on letters of commitment

“All documents are requested to be sent in English. At the same time though, the letters of commitment by stakeholders should be printed on official letter paper of the stakeholders. Does this mean that the letters of commitment should be issued in English or a translation could be provided together with the scanned originals?”

- **Letters of commitment need to be issued in English.**

Information Request # 16 of 26/02/2016

1. Additional information on signature of lead stakeholder

“What is the required level of signature of the lead stakeholder (i.e. political leader, administrative leader, senior practitioner/main contact person?”

- **The application form should be signed by a duly authorised representative of the lead stakeholder organisation.**

Information Request # 17 of 02/03/2016

1. Additional information on composition of stakeholder partnership

“Is it possible to include more than one stakeholder belonging to the same member state in the targeted analysis proposal? We do not know whether we should have a higher number of partners or opt for the creation of nationally established networks coordinated by a single stakeholder.”

- **It is possible to include more than one stakeholder from the same member state in a stakeholder proposal for a targeted analysis. Concerning the second part of the question, this is entirely up to the applicant to decide and the ESPON EGTC does not favour any of the two options or evaluate one more positively than the other.**

Information Request # 18 of 04/03/2016

1. Additional information on stakeholders joining in targeted analysis

“Can stakeholder partners join after submission of the stakeholder proposal, or do all partners have to be declared with the submitted application?”

- **All partners that wish to act as stakeholders in a targeted analysis project need to be mentioned in the stakeholder application submitted to the EGTC and need to prove their commitment with a letter of commitment. After the selection of a stakeholder proposal the inclusion of additional stakeholders is not possible anymore. However, if all participating stakeholders agree, potential additional stakeholders could be invited to participate in steering committee meetings as observers.**

Information Request # 19 of 04/03/2016

1. Additional information on number of stakeholder proposals that can be submitted per year

“Can a stakeholder submit more than one proposal for a targeted analysis per year if there are two invitations to do so?”

- **Stakeholders can submit applications for targeted analysis any time during the lifetime of the ESPON 2020 Programme. The EGTC also encourages stakeholders, whose application hasn't been selected, to further develop their proposal and submit it again during the subsequent period of invitation for stakeholder proposals.**

Information Request # 20 of 04/03/2016

1. Additional information on type of stakeholders that can submit proposals

“Is it possible for a natural park, which is an emanation of municipal authorities with a ‘non-profit organization’ status, financed by municipalities or regions, to apply with a targeted analysis proposal? Could a regional federation of natural parks apply?”

➤ **In line with # 1 above, in case of doubt, interested applicants are recommended to clarify within their own national context if they belong to one of the two types of stakeholders mentioned in the guidance document for stakeholder proposals for targeted analysis.**

2. Additional information on next deadlines for submitting stakeholder proposals

“The guidance document mentions that there are two deadlines per year. Do you already know when the next deadline for submission will be?”

➤ **A further announcement on the next closing date for the evaluation of proposals shall be made during the first half of 2016.**