

THE CEI COOPERATION FUND

3RD INTERACTIVE TRAINING SESSION ON FUNDING PROGRAMMES

OPEN AND RELEVANT ALSO TO THE NON-EU COUNTRIES, ORGANIZED BY FOSTER EUROPE & ALDA

Paola Plancher, CEI Senior Officer / Evaluation Unit

Date:



Origin: established in **June 2001** by the CEI Ministers of Foreign Affairs meeting in Milan.



Annual budget: all Member States contribute according to an agreed scale of contributions. September 2022 the CEI Ministers of Foreign Affairs decided to increase the annual budget of the Fund, starting from 2023, to 560,000 EUR



Objective: facilitate the implementation of programmes and projects for the realisation of the CEI Pan of Action.

The Fund co-finances **CEI Cooperation Activities**, which take various forms:

- conferences,
- seminars,
- workshops, and other types of events/meetings,
- capacity building and training activities as well as
- elaboration of studies, research and surveys.

Cooperation Activities can also serve as **seed contribution** for the design of larger international projects, including the preparation of applications in response to EU calls for proposals in all the areas of operations outlined in the CEI Plan of Action.

Activities need to be **in line with the CEI Plan of Action** and contribute to reaching its goals.

A **participation quorum** is to be respected: proposed activities need to involve at least half plus one of CEI Member States, and in no case less than six CEI countries. This criteria applies also to the implementation phase of the activity if a CEI contribution is awarded.

Location: activities need to take place in the CEI region.

CEI contribution: applicants can request a CEI contribution **up to 75% of the total cost** of the project, within a ceiling established by the Call (**15,000 EUR**).

The proposal must comply with the Areas of Intervention of the Call and the **CEI Plan of Action**



Eligible applicants

Public and private entities, NGOs/CSOs based and registered in CEI Member States as well as international/regional organisations. Individuals cannot apply.



Eligible activities

conferences, seminars, workshops, and other types of events/meetings, capacity building and training activities as well as elaboration of studies, research and surveys. Cooperation Activities can also serve as seed contribution for the design of larger international projects, including the preparation of applications in response to EU calls for proposals.

The CEI contribution can only reimburse **eligible budget lines**

- Travel and accommodation expenses of CEI participants and speakers
- Local transport costs
- Subsistence costs during the event, i.e. meals, coffee breaks and refreshments (up to 50% of the budget line)
- Social programmes connected to the activity, including site visits (up to 20% of the budget line)
- Conference kits (up to 20% of the budget line).
- Conference venue preparation (hall and audio-visual equipment rent)
- Speakers' fees
- Software, hardware, licences for online meetings and exchanges
- Printing (up to 20% of the budget line)
- Text translation (admitted exclusively from/to English and in special cases only as the working language of the CEI is English)

Selection Process

STEP 1: Administrative and Eligibility Check

The application forms received are screened for compliance to **administrative and eligibility requirements.**

These requirements are explained over the Call. A **Pre-submission checklist** is available to applicants to facilitate the completion of the submission procedure.

One negative answer suffices to reject the applications.

Administrative and Eligibility Check		Yes/No
A1.	Have all parts of the Application Form been filled in (including the mandatory Annexes according to templates and indications of this Call) and submitted as indicated through the CEI Electronic Submission System? <i>ANNEX 3 AND 4 DO NOT APPLY TO PUBLIC ENTITIES</i>	
A2.	Is the ceiling of the CEI contribution in line with the conditions set at Section 4.1.?	
A3.	Is the percentage of the CEI contribution to the overall budget in line with the conditions set at Section 4.2. ?	
A4.	Is the Applicant eligible according to Section 5.2.?	
A5.	Is the participation scheme / quorum in line with the criteria set at Section 5.4. ?	
A6.	Is the activity being organised within the implementation period set by section 9.?	
A7.	Is the activity being organised in a CEI Member State as set by section 10.?	

Applications passing the Administrative and Eligibility Check are evaluated by the competent officers within the CEI Secretariat according to this **Evaluation Grid**.

The applications which have received the highest scores will be proposed for CEI Co-financing to the CEI committee of National Coordinators.

Evaluation Grid	Score (1-5)
1. Alignment of the proposed activity to the priorities set by the CEI Plan of Action	
2. Quality of the information reported in the application form	
3. Objectives (is the proposed activity likely to meet the envisaged goals?)	
4. Impact (is the proposed activity likely to have a follow-up?)	
5. Applicant's expertise in the area of the proposed activity and past experience	
6. Relevance of attendance as outlined in Annex 5	
7. Participation from CEI Member States *	
8. Budget (is the budget clear, consistent and detailed, sound and cost-effective)?	
9. Co-financing (is the envisaged co-financing scheme sound and effective)?	
10. Communication and CEI Visibility (is the CEI visibility and promotion adequate)?	
TOTAL SCORE	.../50

Approved CEI contributions are notified directly to applicants and are transferred as follows:

The **Terms of Reference** for the use of the contribution are forwarded to the applicant institution and must be accepted with signature and stamp of the institution.

The **administrative documentation** and **rules** are sent to organisers who can request:

An **Advance Payment** of up to 50% of the approved contribution prior the start of the activity

A **Final Payment** upon submission of final reports and accounting

THANKS!

evaluationunit@cei.int
poli@cei.int