

## **Call for proposals 2007**

**Call Identifier: IEEA 2007**

**Closing date<sup>1</sup>: 28 September 2007**

**For further information:**



**[http://ec.europa.eu/energy/intelligent/ieea/index\\_en.htm](http://ec.europa.eu/energy/intelligent/ieea/index_en.htm)**

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<sup>1</sup> Before **16:00** Brussels local time in case of personal delivery

## **CALL FOR PROPOSALS 2007 FOR ACTIONS UNDER THE PROGRAMME “INTELLIGENT ENERGY – EUROPE”**

**Call Identifier: IEEA 2007**

### **1. Background**

The objective of the Intelligent Energy - Europe Programme is to contribute to secure, sustainable and competitively priced energy for Europe, by providing for action<sup>2</sup>:

- to foster energy efficiency and the rational use of energy resources;
- to promote new and renewable energy sources and to support energy diversification;
- to promote energy efficiency and the use of new and renewable energy sources in transport.

The Programme will in particular contribute to the Commission's proposed integrated energy and climate change package<sup>3</sup> including the action plan for energy-efficiency<sup>4</sup> and the renewable energy road map<sup>5</sup>.

Intelligent Energy – Europe builds on the experience gained from its predecessor, the first Intelligent Energy - Europe (2003-2006) Programme<sup>6</sup>. This Programme has become the main Community instrument to tackle non-technological barriers to the spread of efficient use of energy and greater use of new and renewable energy sources. From 2007, Intelligent Energy – Europe is included in the overall Competitiveness and Innovation Framework Programme (CIP)<sup>7</sup> in order to contribute to achieving the objectives of EU energy policy and to implementing the Lisbon Agenda.

The Programme is managed by the Intelligent Energy Executive Agency under powers delegated by the European Commission.

In operational terms the Intelligent Energy - Europe Programme aims to:

- a) provide the elements necessary for the improvement of sustainability, the development of the potential of cities and regions, as well as for the preparation of the legislative measures needed to attain the related strategic objectives; develop the means and instruments to follow up, monitor and evaluate the impact of the measures adopted by the Community and its Member States in the fields addressed by the Programme;
- b) boost investment across Member States in new and best performing technologies in the fields of energy efficiency, renewable energy sources and energy diversification, including in transport, by bridging the gap between the successful demonstration of innovative technologies and their effective, broad market uptake in order to attain leverage of public and private sector investment, promote key strategic technologies, bring down costs, increase market experience and contribute to reducing the financial risks and other perceived risks and barriers that hinder this type of investment;

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<sup>2</sup> Decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013), OJ L 310/15, 09.11.2006, , Article 37.

<sup>3</sup> An energy policy for Europe, COM(2007)1 final of 10.01.2007

<sup>4</sup> Action Plan for Energy Efficiency: Realising the Potential, COM(2006)545 of 19.10.2006

<sup>5</sup> Renewable Energy Road Map – Renewable energies in the 21st century: building a more sustainable future, COM(2006)848 final of 10.01.2007

<sup>6</sup> Decision 1230/2003/EC of the European Parliament and of the Council of 26.06.2003

<sup>7</sup> Articles 37 to 45 of Decision No 1639/2006/EC of the European Parliament and of the Council of 24.10.2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013).

- c) remove the non-technological barriers to efficient and intelligent patterns of energy production and consumption by promoting institutional capacity building at, inter alia, local and regional level, by raising awareness, notably through the educational system, by encouraging exchanges of experience and know-how among the main players concerned, business and citizens in general and by stimulating the spread of best practices and best available technologies, notably by means of their promotion at Community level.

Intelligent Energy - Europe covers action in the following fields:

**Energy efficiency and rational use of resources (SAVE)**, including:

- improving energy efficiency and the rational use of energy, in particular in the building and industry sectors;
- supporting the preparation and application of legislative measures.

**New and renewable energy resources (ALTENER)**, including:

- promoting new and renewable energy sources for centralised and decentralised production of electricity, heat and cooling, and biofuels, thus supporting the diversification of energy sources;
- integrating new and renewable energy sources into the local environment and the energy systems;
- supporting the preparation and application of legislative measures.

**Energy in transport (STEER)** to promote energy efficiency and the use of new and renewable energies sources in transport, including

- supporting initiatives relating to all energy aspects of transport and the diversification of fuels;
- promoting renewable fuels and energy efficiency in transport;
- supporting the preparation and application of legislative measures.

**Integrated initiatives** combining several of the aforementioned fields or relating to certain Community priorities. They may include actions integrating energy efficiency and renewable energy sources in several sectors of the economy and/or combining various instruments, tools and actors within the same action or project.

Actions supported in the framework of the IEE programme will equally have a significant impact at European level, a high profile and the broadest possible relevance to European citizens and policies. In this context, preference will be given to proposals of outstanding quality that present cost-effective arrangements and a significant dimension.

The above fields and objectives are valid for the whole Programme duration, i.e. from 2007 to 2013. However each annual work programme sets a number of more specific, action-related objectives. Those relative to the call for proposals 2007 have been set in the annual work programme 2007, adopted by the European Commission on 30 March 2007<sup>8</sup>. They are summarised hereafter.

## **2. Priorities and types of action for 2007**

### **2.1 Priorities for the call for proposals 2007:**

#### **ENERGY EFFICIENCY AND RATIONAL USE OF RESOURCES (SAVE):**

“Energy-efficient buildings”, with actions:

- To improve the energy performance of new and existing buildings and promote integration of renewable energy source.
- To foster adoption of intelligent energy use patterns in buildings.
- To improve the capacity of building professionals to offer intelligent energy solutions and increase demand for such solutions.

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<sup>8</sup> C(2007)1388

- To facilitate implementation and monitoring of Directive 2002/91/EC on the energy performance of buildings (EPBD).
- To ensure that the recommendations issued with the energy performance certificates are followed by practical action and thus lead to actual energy savings.
- To foster action beyond the EPBD requirements.
- To contribute to furtherance of the EPBD in line with the suggestions listed in the Energy Efficiency Action Plan

“Industrial excellence in energy” with actions:

- To increase the energy performance of industry, in particular SMEs, thereby improving their reliability, competitiveness and reputation.
- To raise awareness among industrial decision-makers and have them consider energy as a profit centre.
- To promote energy services, energy management schemes, procurement guidelines and training for industry.
- To develop well-targeted tools and information for industries to reduce their energy use.
- To help to improve energy conversion and increase the share of poly-generation in industry, including CHP.

“Energy efficient products” with actions:

- To increase the market share of energy-efficient products, i.e. all energy-using products and systems (except vehicles).
- To foster gradual phasing-out of the less efficient products available on the market and accelerate replacement of old, less efficient appliances in use.
- To have buyers/salesmen consider energy labels and energy efficiency in general in their purchases/sales.
- To have energy-using products designed, manufactured, purchased, installed, used and disposed of in the most energy-intelligent way.

#### NEW AND RENEWABLES RESOURCES (ALTENER):

“Electricity from renewable energy sources”, with actions:

- To support policy development by transferring experience and improving understanding of the actual and potential contributions by RES-e to electricity consumption in the EU; to monitor, benchmark and assess the effectiveness of RES-e policies, legislation and support schemes; and to make RES-e policies more consistent with other sectoral policies and objectives.
- To remove market barriers and simplify approval procedures for construction and use of renewable energy generators.
- To change the behaviour of decision-makers and RES-e stakeholders so that they communicate better and work to create more competitive products and services through economies of scale.
- To encourage investment in RES-e generation, transmission and distribution systems and in manufacture of RES-e technology, notably by SMEs.
- To train more RES-e professionals, technicians and craftsmen.

“Renewable energy heating/cooling”, with actions:

- To support policy development by transferring experience and improving understanding of the actual and potential contributions by RES-H/C to heating and cooling consumption in the EU; to monitor, benchmark and assess the effectiveness of RES-H/C policies, legislation and support schemes; and to make RES-H/C policies more consistent with other sectoral policies and objectives.
- To remove market barriers and simplify approval procedures for construction and use of biomass, solar and geothermal heating/cooling systems; to improve the availability, quality and sustainability of biomass fuels; and strengthen market links between biomass production and use.

- To change the behaviour of decision-makers and RES-H/C stakeholders so that they communicate better and work to create more competitive products and services through economies of scale.
- To stimulate new investment in RES-H/C, including district heating and CHP, and in manufacture of RES-H/C technology, notably by SMEs.
- To train more RES-H/C professionals, technicians and craftsmen.

“Domestic and other small-scale renewable energy applications”, with actions:

- To support policy development by transferring experience and improving understanding of the actual and potential contributions by domestic and small-scale RE applications to EU energy consumption; to monitor, benchmark and assess the effectiveness of policies, legislation and support schemes, and to make these policies more consistent.
- To remove market barriers and simplify approval procedures for construction and use of domestic and small-scale RE systems.
- To change the behaviour of decision-makers, householders and individuals by making them aware of successful experience and solutions to develop the local market.
- To encourage investment and local markets in small-scale RE applications.
- To train more professionals, technicians and craftsmen, and thereby stimulate new/expanded/stronger businesses (especially SMEs) in the small-scale RE sector.

“Biofuels”, with actions:

- To support policy development by transferring experience and improving understanding and benchmarks of the energy performance, environmental impact, land use requirements and potential contributions of biofuels (biodiesel, bio-alcohols, biogas and bio-additives) to fuel consumption in transport and other uses; to promote and exchange experience of EU, national, local and regional policies, legislation and support schemes; and to make biofuels policies more consistent with other sectoral policies and objectives.
- To promote production, transparent certification of environmental sustainability, processing and trading of the potentially most economical and sustainable biofuels (within the EU and in non-EU countries), whilst removing market barriers and simplifying approval procedures.
- To change the behaviour of public and fuel industry decision-makers, stakeholders in the biofuels market (including farmers, foresters and distributors) so that they communicate better and work together to create competitive products and services through economies of scale.
- To encourage investment in production (planting, managing growth and harvesting) and processing of more competitive first-generation biofuels with less environmental impact and in second-generation biofuels and in enhanced distribution infrastructure for biofuels.
- To train more biofuels professionals, technicians and craftsmen.

#### ENERGY IN TRANSPORT (STEER):

“Alternative fuels and clean vehicles”, with actions:

- To diversify energy sources used in transport.
- To stimulate demand for alternative fuels and clean vehicles.
- To promote greater use of biofuels in order to meet the targets set in the Biofuels Directive.
- To develop a market for clean vehicles through captive fleets.

“Energy-efficient transport”, with actions:

- To encourage a shift of passengers and/or freight to less energy-intensive modes, especially in urban areas and over long distances.
- To reduce unnecessary demand for transport.
- To increase the energy efficiency of transport and promote co-modality.
- To transfer, apply and promote widely well-proven best practice, strategies and technologies.
- To raise the awareness of different target groups of the impact of their mobility behaviour on energy efficiency and to motivate and achieve changes in behaviour.

## INTEGRATED INITIATIVES:

“Creation of local and regional energy agencies”, with actions:

- To contribute to implementation and future development of EU, national, local and regional policies, strategies and legislation for promoting action by householders, businesses (especially SMEs) and the public sector to improve energy efficiency and increase use of renewables, especially in buildings and transport (including biofuels).
- To create a critical mass of local activity and achieve local economies of scale in order to reduce the costs of energy efficiency and renewable energy systems.
- To change citizens’ behaviour and improve the quality of local/regional decision-making on implementation of energy efficiency and renewable energy systems.
- To increase levels of investment in energy efficiency and renewable energy services at local and regional levels.
- To promote the establishment, public financing and use of local energy agencies by public authorities as a vital tool for achieving these objectives.

“European networking for local action”, with actions:

- To enhance collaboration between local players in different EU Member States, including sharing information and experience, thereby promoting use of sustainable energy sources by means of common or simultaneous activities across the EU (e.g. energy weeks and campaigns).
- To convey the need for an integrated approach benefiting from cross-fertilisation between the major sectors: energy efficiency, renewable energy sources and sustainable transport.
- To promote the concept of intelligent energy as a key input for local sustainable development planning, paying special attention to job creation, environmental protection, improved quality of life and social image.
- To convey a positive message about the opportunities offered to consumers by sustainable energy patterns and intelligent energy attitudes.

“Sustainable energy communities”, with actions:

- To foster development of regional/local public sustainable energy communities committed to increasing their energy performance and their share of renewable energy sources beyond European Union targets.
- To have decision-makers of these communities lead by example and convince their citizens, companies and peers to follow suit

“Bio-business initiative”, with actions:

- To promote substantial increases in integrated production of solid, liquid and gaseous bioenergy sources for energy applications within the EU and to address the challenges associated with introduction of such major new bio-businesses at regional level within a limited timeframe.
- To provide a European framework (IEE projects) within which public authorities and business interests can take the initiative to develop and transfer experience with pre-planning large-scale integrated bioenergy production at regional level, with the aim of achieving major increases in bioenergy supplies while maintaining biodiversity and suitably balanced production of bio-resources (for electricity, heating/cooling, biofuels and other commercial applications).
- To stimulate establishment at regional level of long-term business agreements and commitments to invest in bioenergy supplies, including large-scale planting, managing the growth and harvesting of crops and forestry, fuel processing (including chemical manufacturing) and distribution and possibly also user groups (such as fleet and/or public transport operators).

“Energy services initiative”, with actions:

- To support effective implementation of Directive 2006/32/EC on energy end-use efficiency and energy services.

- To provide background information for setting appropriate energy-saving targets.
- To support monitoring and evaluation of policies, programmes and projects.
- To contribute to developing and testing widely accepted measurement and verification methods for energy savings.
- To forecast progress in energy efficiency under different scenarios.
- To develop and promote tailor-made financial mechanisms for energy efficiency projects.
- To boost the market for energy service companies (ESCO), i.e. companies delivering energy services whose payment is based either wholly or partly on the energy savings achieved.
- To pave the way for future energy efficiency policies and strategies.

“Intelligent energy education initiative”, with actions:

- To contribute to development of energy education in primary, secondary and higher education by encouraging cooperation between MS.
- To make young generations adopt intelligent energy behaviour

“Combined heat and power initiative”, with actions:

- To promote greater use of high-efficiency CHP.
- To develop greater understanding of the potential for high-efficiency CHP in different applications across the EU.
- To promote use of CHP powered by renewable fuels and use of CHP by energy services companies.
- To share experience, best practices and success stories with transposition of the CHP Directive across the EU.
- To investigate and overcome communication and other market barriers for CHP units related to the implementation of the CHP Directive.
- To facilitate financing of investment in CHP.
- To analyse and monitor the development and growth of CHP markets, including details of consumer types, costs and prices.
- To analyse the use, impact and effectiveness of national and local support schemes for CHP.
- To improve the consistency of CHP policies with other sectoral policies and objectives, notably on energy efficiency and renewable energy for heating and cooling

## 2.2. Types of action

The following actions will be supported:

- strategic studies on the basis of shared analysis and regular monitoring of market developments and energy trends for the preparation of future legislative measures or for the review of existing legislation, including with regard to the functioning of the internal energy market, for the implementation of the medium- and long-term strategy in the energy field to promote sustainable development, as well as for preparation of long-term voluntary commitments with industry and other stakeholders and for the development of standards, labelling and certification systems;
- creation, enlargement or reorganisation of structures and instruments for sustainable energy development, including local and regional energy management, and the development of adequate financial products and market instruments;
- promotion of sustainable energy systems and equipment in order to further accelerate their penetration of the market and stimulate investment to facilitate the transition from the demonstration to the marketing of more efficient technologies, awareness campaigns and the creation of institutional capabilities, aiming in particular to implement the clean development mechanism and joint implementation under the Kyoto Protocol;

- development of information, education and training structures, the utilisation of results, the promotion and dissemination of know-how and best practices involving all consumers, dissemination of results of the action and projects and cooperation with the Member States through operational networks;
- monitoring of the implementation and the impact of Community legislative and support measures.

These promotion and dissemination activities can take the form of:

- a) projects;
- b) or the establishment of new local and regional energy management agencies;

The majority of grants will be awarded to projects. It is expected that this call for proposals will result in about 65 grants for projects and about 12 new energy management agencies.

**For more details about the above priorities and types of action, see chapter 13 “Additional information”.**

### **3. Sources of funding**

The selected actions will be funded under budget heading 06 04 06.

### **4. Estimated total amount of available budget 2007 for this call**

The indicative total amount available for this call is EUR 52 million, of which about EUR 3 million will be for new local and regional energy management agencies.

### **5. Percentage of Community co-financing**

The Commission, through the Intelligent Energy Executive Agency, plans to grant funds which are complementary to contributions made by the beneficiary, the national, regional or local authorities and/or other bodies.

Accordingly, the amount granted will be:

- up to 75% of the total eligible costs of the operation for projects;
- up to 75% of the total eligible cost and up to a maximum Community contribution of €250,000 for the creation of new local and regional energy management agencies.

The Community contribution to reimburse eligible costs must not give rise to a profit. Contributions in kind are not eligible costs. One action may give rise to the award of only one grant from the Community budget to any one beneficiary. Action which receives financial support for the same purpose from other Community financial instruments will not receive funding from the IEE Programme.

### **6. Period of eligibility of costs**

Eligible costs can be incurred only after signature of the grant agreement by all the parties, save in exceptional cases, and under no circumstances before submission of the application for a grant.

### **7. Eligibility criteria**

#### **7.1. Legal status of applicants**

All applicants must be legal persons, whether public or private, established in the territory of the Member States. “Legal person” means any entity created under the national law of its place of establishment, Community law or international law, which has legal personality and which, acting under its own name, may exercise rights and be subject to obligations. Natural persons are not eligible.

Likewise, the programme is also open to legal persons established in:

- European Free Trade Association (EFTA) countries which are contracting parties to the European



Economic Area Agreement (Norway, Iceland and Liechtenstein), in accordance with the provisions of that Agreement;

- accession countries and candidate countries benefiting from a pre-accession strategy, in accordance with the general principles and general terms and conditions for the participation of those countries in Community programmes established in the respective Framework Agreements and Association Council Decisions;
- countries of the Western Balkans, in accordance with the provisions to be determined with those countries following the establishment of Framework Agreements concerning their participation in Community programmes;
- other third countries, when Agreements and procedures so allow.

If proposals submitted by legal entities from the above non-EU countries are selected, a grant agreement will only be signed once the necessary steps have been taken for the countries concerned to join the Programme. Up to date information on which countries are part of the programme is available on the programme web site (see chapter 13 “Additional information”).

The programme is also open to the Joint Research Centre of the European Commission and to international organisations (i.e. legal entities arising from an association of States, other than the Community, established on the basis of a treaty or similar act, having common institutions and an international legal personality distinct from that of its Member States).

## **7.2. Minimum number of applicants required**

- (a) For projects, applications must be submitted by a team of at least three independent<sup>9</sup> undertakings established on the territories of three different participating countries (see subchapter 7.1.).
- (b) For new local/regional energy management agencies, applications must be submitted by one legal person which must be a local or regional public authority established in one of the participating countries (see subchapter 7.1.).

## **7.3. Scope of the action**

All priorities mentioned under subchapter 2.1. “Priorities of the call for proposals 2007” are open for submission of proposals. Exceptionally, and if properly justified, proposals that meet the eligibility criteria but do not directly respond to the priorities defined in the Call may also be considered.

## **7.4. Duration**

The maximum duration of an action is 36 months.

## **7.5. Grounds for exclusion**

Applications will not be considered for a grant if the applicants are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

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<sup>9</sup> Definition of independent: In case of two undertakings A and B; A may control not more than 50% of B, and vice versa; A and B may be controlled not more than 50% by a third undertaking C.

- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) they are faced with a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required or have failed to supply this information.

**Applicants shall supply evidence that they exist as legal persons and that they are not in one of the situations listed in point 7.5. For that purpose, applicants shall submit a declaration on their honour as part of the application forms.**

## **7.6. Administrative and financial penalties**

1) Without prejudice to the application of penalties laid down in the agreement, applicants or beneficiaries who have been guilty of making false declarations or have been found to be in serious breach of contract for failure to meet their contractual obligations in an earlier procedure shall be excluded from all contracts and grants financed by the Community budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Financial penalties representing 2% to 10% of the total value of the grant being awarded shall be imposed on applicants who have been guilty of making false declarations. Financial penalties representing 2% to 10% of the value of the grant in question shall be imposed on beneficiaries who found to be in serious breach of contract for failure to meet their contractual obligations. That rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement

2) In the cases referred to in points 7.5 (a), (c), and (d), the applicants shall be excluded from all contracts and grants for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the contractor. In the cases referred to in points 7.5 (b) and (e), the applicants shall be excluded from all contracts and grants for a minimum of one year and a maximum of four years from the date of notification of the judgment. These periods may be extended to five years in the event of a repeat offence within five years of the first infringement or the first judgment.

3) The cases referred to in point 7.5(e) cover:

- (a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>10</sup>;
- (b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997<sup>11</sup>;
- (c) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council<sup>12</sup>;
- (d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC<sup>13</sup>.

**The eligibility criteria will be checked by the IEEA on receipt of the proposals. Failure to comply with these criteria will result in the proposal not being evaluated further.**

## **8. Selection criteria**

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<sup>10</sup> OJ C 316, 27.11.1995, p. 48.

<sup>11</sup> OJ C 195, 25.6.1997, p. 1.

<sup>12</sup> OJ C 351, 29.12.1998, p.1. Joint action of 21 December 1998 on making it a criminal offence to participate in a criminal organisation in the Member States of the European Union.

<sup>13</sup> OJ L 166, 28.6.1991, p. 77. Directive of 10 June 1991, as amended by Directive 2001/97/EC of the European Parliament and of the Council of 4 December 2001 (OJ L 344, 28.12.2001, p. 76).

The applicant must have stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out and to participate in its funding. The applicant must have the professional skills and qualifications required to complete the proposed action.

### **8.1 Financial capacity of applicants**

Applicants must show that they have the financial capacity and operational capability to complete the action to be supported. Unless they are a public body or an international organisation, they must complete the 'Simplified Financial Statement' Form (see chapters 11 and 13) and provide their annual financial statements comprised of the balance sheet, the profit and loss statement and any annexes to those for the last financial year for which the accounts have been closed.

### **8.2 Technical capacity of applicants**

Applicants must have the technical capacity and operational capability to complete the action to be supported and should provide supporting documents (e.g. CVs of those responsible for carrying out the action, description of projects and activities undertaken in the last three years, etc.).

**The selection criteria will be assessed as a first step by the evaluation committee. Failure to comply with these criteria will result in the proposal not being evaluated further by the evaluation committee. Applicants may be asked to provide additional proof or to clarify the supporting documents related to the selection criteria within a specific time limit.**

## **9. Award criteria**

The Intelligent Energy Executive Agency will base its selection of actions and the rate of Community co-financing on the written presentation. The actions will be evaluated against five award criteria which will carry equal weighting within the overall assessment. If a proposal is to be classified as worth funding, the grand total of the marks for all the award criteria should be equal to or greater than 70% of the maximum total score. In addition, a mark of over 50% will be required for each criterion. Proposals that pass these thresholds will be considered for funding. Grants will be awarded within the limits of the budgetary resources available.

### **9.1. Award criteria for projects**

The following five criteria apply to project proposals:

#### **1. Relevance of the action (score 0-10), with the following subcriteria:**

- Extent to which the proposed action reflects the state of the art and builds on previous action in the context of the objectives of the IEE Programme and relevant action by/in participating countries.
- Potential impact of the action in relation to EU policies and priorities, targets and legislation.
- Relevance of the expected results to the target groups involved and/or addressed; involvement of market players in the action.

#### **2. Quality of the methodology (score 0-10), with the following subcriteria:**

- Structure, clarity, consistency and suitability of the proposed approach (definition of work packages, schedule and deliverables) to achieve the expected results.
- Appropriateness of the targets and performance indicators.
- Ambition of the communication/dissemination plan and appropriateness of the communication tools to be used for the specified target groups.

#### **3. Community added value (score 0-10), with the following subcriteria:**

- Justification and benefits of addressing the subject of the proposal at European level.
- Appropriate geographical coverage of the project.
- Transferability of the solutions offered by the proposal to other parts of the EU.

#### **4. Costs and co-financing (score 0-10), with the following subcriteria:**

- Appropriate level of effort for the work packages and the main tasks in the work packages.

- Appropriate weight of costs per cost category, including sub-contracting.
- Transparency, sustainability, sources and commitment of the co-financing scheme.

**5. Management and organisation of the team (score 0-10),** with the following subcriteria:

- Composition and balance of skills of the team.
- Distribution and balance of effort, budget and responsibilities between partners.
- Management, including management structure, work plan, coordination and project team communications.

## **9.2. Award criteria for the creation of local and regional energy agencies**

The following five criteria apply to proposals for new local/regional energy management agencies:

**1. Quality of the agency (score 0-10),** with the following subcriteria:

- Credibility of the proposed agency and commitment to the future agency after three years of Community funding.
- Operational role and profiles envisaged for the permanent staff.
- Evaluation and control of performance.

**2. Quality of the approach (score 0-10),** with the following subcriteria:

- Clear definition of the role of the agency and consistency with local needs.
- Value and ambition of dissemination and communication activities.
- Quality and relevance of the expected impact over the medium to long term on sustainable development/the environment/energy demand.

**3. Community added value (score 0-10),** with the following subcriteria:

- Local, national and European partnerships with relevant stakeholders other than energy agencies.
- European cooperation projects; quality of the technical support from other agencies.
- Partnership with neighbour agencies and/or national agency.

**4. Costs and benefits (score 0-10),** with the following subcriteria:

- Co-financing scheme, including proposed levels of co-financing. Co-funding already secured.
- Sustainability of the agency after three years: credibility of the business plan.
- Appropriate costs per cost category, notably sub-contracting, and percentage of wages and direct costs.
- Value for money — comparing the direct outcomes expected from the project with the costs and effort involved.

**5. Organisation of the Team (score 0-10),** with the following subcriteria:

- Decision- and policy-making bodies.
- Degree of autonomy of the agency.
- Involvement of elected representatives.
- Management, including project management structure, work plan, coordination and project team.

## **10. General conditions for awarding grants**

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement, available on the website of the IEE programme (see chapter 13 “Additional information”). The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community level.

Depending on the size and other risk factors of the action, the Intelligent Energy Executive Agency might request a financial guarantee of the beneficiary for applications for pre-financing.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation

concerned and the Contracting Authority will be used instead of a text based on the draft grant agreement.

### 11. Forms for submission of applications for a grant

Applications must be submitted using specific **application forms**. Application forms as well as all instructions on how to complete the application forms can be downloaded from the website of the IEE programme (see chapter 13 “Additional information”) or will be sent by mail or email upon request.

Applications which fail to comply with this formal requirement may not be evaluated further.

### 12. Formal requirements for submission of applications for a grant

Applicants interested in these grants are invited to submit their applications to the Intelligent Energy Executive Agency.

For each application, **one signed original and five copies** must be supplied. Additionally, after having submitted the paper version, applicants are requested to send the application form by e-mail to the IEEA (ieea-intelligentenergy@ec.europa.eu).

Submissions must be placed **inside two sealed envelopes**: The proposal and its 5 copies have to be put in an envelope that must be sealed and bear the words:

**Call for proposals IEEA 2007**  
**IEE Programme**  
**Not to be opened by the postal service**  
**European Commission**  
**Intelligent Energy Executive Agency (IEEA)**  
**MADO 04/06**  
**B-1049 Brussels**

This sealed envelope is then to be put into another envelope addressed to one of the following addresses, depending on the chosen mode of submission. If self-adhesive envelopes are used, they should be sealed with adhesive tape and the sender must sign across that tape.

Applications which fail to comply with these formal requirements may not be evaluated further.

Applications may be submitted in three different ways:

#### a) Registered letter/parcel by postal service

Address for submission	European Commission Intelligent Energy Executive Agency (IEEA) MADO 04/06 B-1049 Brussels
Deadline for submission to the post office	<b>no later than the closing date for submission</b> (see chapter 14 “timetable”)
Proof of submission	Stamp of the post office on the letter/parcel or a receipt from the post office identifying clearly the object of delivery (e.g. by proposal acronym), the exact address of delivery and its date of deposition

#### b) Private delivery services

Address for submission	European Commission Intelligent Energy Executive Agency (IEEA) Central Mail Service Rue du Bourget 1 B-1140 Bruxelles
Deadline for submission to the private delivery service	<b>no later than the closing date for submission</b> (see chapter 14 “timetable”)

Proof of submission	receipt from the delivery service identifying clearly the object of delivery (e.g. by proposal acronym), the exact address of delivery and its date of deposition
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**c) Personal delivery**

Address for submission	European Commission Intelligent Energy Executive Agency (IEEA) Central Mail Service Rue du Bourget 1 B-1140 Bruxelles
Deadline for submission to the Central Mail Service	<b>No later than 16:00 (Brussels time) on the closing date for submission</b> (see chapter 14 “timetable”)
Proof of submission	dated and signed receipt issued by the receiving official in the abovementioned department identifying clearly the object of delivery (e.g. by proposal acronym)

Applications may not be delivered directly to the Intelligent Energy Executive Agency (whether personal delivery or delivery by any authorized representative of the applicant, including private delivery services).

**Applications submitted after the closing date will not be taken into consideration.**

Should changes occur regarding formal requirements for submission of applications, they will be highlighted on the website of the programme (see chapter 13). Applicants are therefore advised to check this web site prior to submitting their application.

**13. Additional information**

Applicants should consult the website of the programme at:

[http://ec.europa.eu/energy/intelligent/index\\_en.html](http://ec.europa.eu/energy/intelligent/index_en.html)

The IEE website contains all information and forms in relation to this call for proposals, such as the IEE annual work programme 2007, guides for applicants, application forms, and information about projects supported by the programme. Furthermore the website informs about information days which will be held during the duration of the call for proposals.

Any questions regarding this call for proposals should be sent to the IEEA (stating, if applicable, the technical field, as indicated in chapter 2.1 "Priorities for the call for proposals 2007") using the online enquiry form available on [http://ec.europa.eu/energy/intelligent/contact/index\\_en.htm](http://ec.europa.eu/energy/intelligent/contact/index_en.htm).

Alternatively a fax or letter can be sent to

Intelligent Energy Executive Agency (IEEA)  
Call for proposals IEEA 2007  
Place Madou 1  
B-1049 Brussels  
Fax +32-2-2921892

**14. Indicative timetable :**

Closing date for submission of applications:	<b>28 September 2007</b>
Date of opening of applications:	mid October 2007
Estimated date of completion of the evaluation:	End of February 2008
Estimated date for the notification of applicants:	from March 2008 onwards
Estimated date for signature of contracts	from June 2008 onwards