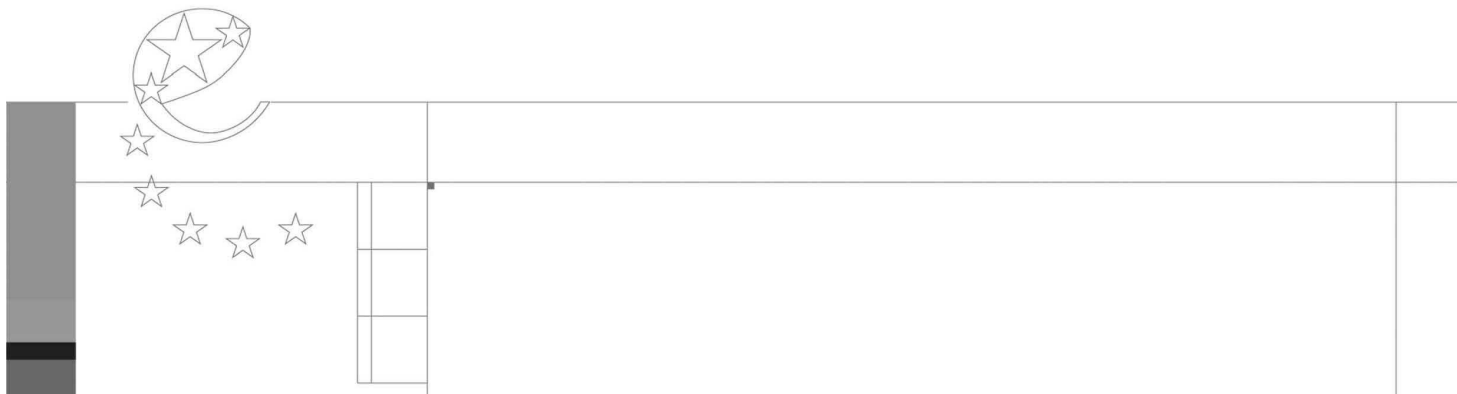
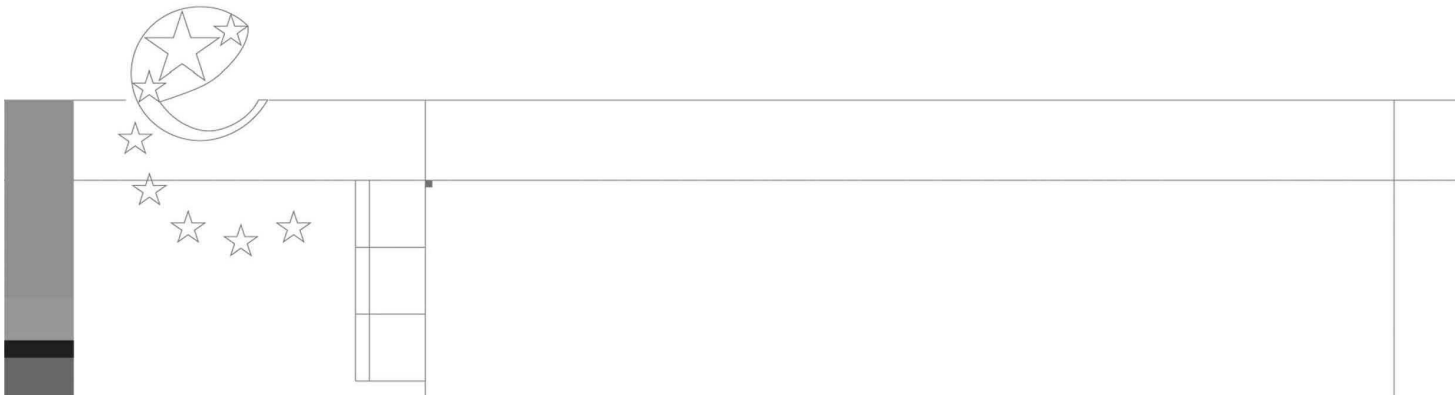


**Annex 3. Elements of the terms of reference of the call for proposals under
axis 4 of the EFF
Example of France**



Elements of the terms of reference of the call for proposals under axis 4 of the EFF

| | |
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The Department of Marine Fisheries and Aquaculture of the French Ministry for Agriculture and Fisheries (*Ministère de l'Agriculture et de la Pêche, Direction des Pêches Maritimes et de l'Aquaculture – DPMA*), is the managing authority for the European Fisheries Fund (EFF). It is responsible for preparing and launching a national call for proposals to implement axis 4 of the EFF, relating to the sustainable development of coastal areas dependent on fishing.

The organisation of a call for proposals in order to select the groups that will be responsible for implementing the local development strategies involving partners from the marine fisheries sector is a requirement of the EFF Regulation (Council Regulation (EC) No 1198/2006 of 27 July 2006 on the European Fisheries Fund).

France has opted for a gradual implementation of axis 4 of the EFF. This involves a programming in two stages: the first stage covers the programming of EUR 5.5 million¹ (EFF funding), with a possible review mid-way through the programming period in line with identified needs.

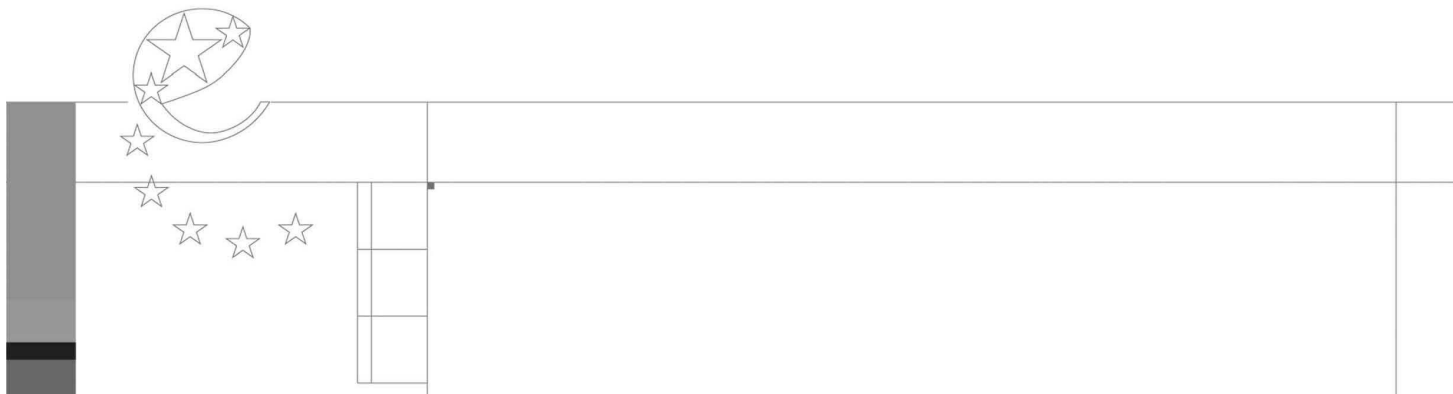
1 GENERAL PRINCIPLES OF AXIS 4 AND BROAD GUIDELINES

Selecting the groups by means of a call for proposals aims to select from among the candidate groups those that demonstrate that they best respond to the priority objectives set out in the National Strategic Plan (NSP), which are:

- To stabilise incomes by enhancing product added value (for example: creation of a short distribution channel for a product);
- To stabilise incomes by diversifying employment, through exploiting territorial synergies (for example, training in and access to seasonal or other employment linked to an activity that is specific to the territory – fish warden, management of a protected area, tourism, eco-tourism);
- To improve the conditions under which seafarers have access to local activities (housing, services);
- To introduce a programme of energy efficiency linked to the resources of the territory (biomass fuels, re-use of waste);
- To enhance environmental protection in fisheries areas by setting-up good practice systems, carrying out studies and joint actions.

Interregional and transnational cooperation projects between groups in fisheries areas are eligible and

¹ Amount after validation of the OP



will be strongly encouraged when they form a complement to a territorial project.

The acquisition of skills and assistance in designing and delivering the local development strategy will be given priority where it can be shown that these skills are not available within an already existing territorial development structure.

The criteria on the basis of which the groups will be selected, detailed in this call for proposals, are intended to allow for an objective and transparent selection process. Applications will be examined for their compliance with a set of admissibility criteria and a list of analysis criteria.

2 TIMETABLE FOR THE FIRST CALL FOR PROPOSALS

2.1 LAUNCH OF THE FIRST CALL FOR PROPOSALS²

| | <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> | <u>July/August</u> | <u>September</u> |
|--|--------------------|----------------------------------|--------------|--------------|---|---|------------------------------|---|
| | Approval of the OP | Launch of the call for proposals | | | Submission of applications to the DRAM (regional maritime affairs dept) | Opinion of the EFF Regional Programming Committee | Analysis of the applications | Consultation by the NPC and final section of projects |
| Regional support workshops (DPMA-CNASEA) | | | | | | | | |

2.2 LAUNCH OF THE SECOND CALL FOR PROPOSALS

| | | | | | | | | |
|---|------|------|------|------|------|------|------|--|
| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | |
| Calls for proposals | | 1 | | | 2 | | | |
| Groups from the 1 st selection | | | | | | | | |
| Groups from the 2 nd selection | | | | | | | | |

Mid-term review,
specific axis 4 evaluation



Mid-term review,
possible re-programming
of axis 4 actions

² to be updated following the approval of the OP



2.3 SUPPORT FOR CANDIDATES IN PREPARING THEIR APPLICATIONS

Following awareness-raising seminars, interregional and/or expertise workshops will be organised, according to the needs expressed.

The aim of this support will be to answer questions raised by the candidate structures, and to help them put together their applications.

The workshops will be organised at local level, in the light of the needs expressed following this seminar and as soon as the call for projects has been launched.

3 THE GROUP AND ITS MISSIONS

3.1 DEFINITIONS

► An **EFF Group** is a local development structure made up of a partnership (fisheries sector actors, local development actors, etc.) the purpose of which is to design and deliver a development strategy for its territory. This strategy is formally set out in a development plan. Actors from the fisheries and aquaculture sector must be in the majority in the decision-making structure.

► **The eligible beneficiaries** are:

- the groups, who may receive funding for their running costs and skills acquisition;
- the groups, when they implement an action that is eligible under the priority objectives in their own name and as defined in their development plan;
- the final beneficiaries selected by the group to implement eligible actions defined in the group's development plan and which respond to the priority objectives.

► A **final beneficiary** is a natural or legal person receiving an EFF grant awarded by the group for the implementation of an action which corresponds to the group's development plan. The final beneficiaries may include actors other than those working in the fisheries sector as such, which is defined as the economic sector covering activities related to the production, processing, and marketing of fishery and aquaculture products.



3.2 ESTABLISHING A PARTNERSHIP, DEFINING A LOCAL DEVELOPMENT STRATEGY

The group's first task is to establish a **partnership** with the capacity to prepare and submit the application and to unite its forces around a local development strategy.

The definition of a **local development strategy** implies that the local actors, representative of the territory, will have carried out a **joint analysis of their territory**, based on a **SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis**. This prior analysis will enable the development challenges to be identified, the strategy to be defined, and the development priorities agreed on. This strategy is a **local and integrated** strategy, since it concerns a small area and takes account of the different concerns voiced by a wide range of actors from the territory (operators, associations, the public sector) and from different sectors of activity.

Once the group has been selected, the partnership must be given formal status within a body subsequently called "the group". It will have to find a **legal structure to promote and manage the project**, that has powers to act within the geographical scope of the group and implement the actions envisaged.

The group is **responsible for implementing** and monitoring the local development strategy. With regard to the various aspects of implementation, in particular concerning the analysis required by the regulations, the group can and should call upon the support services of the relevant State departments.

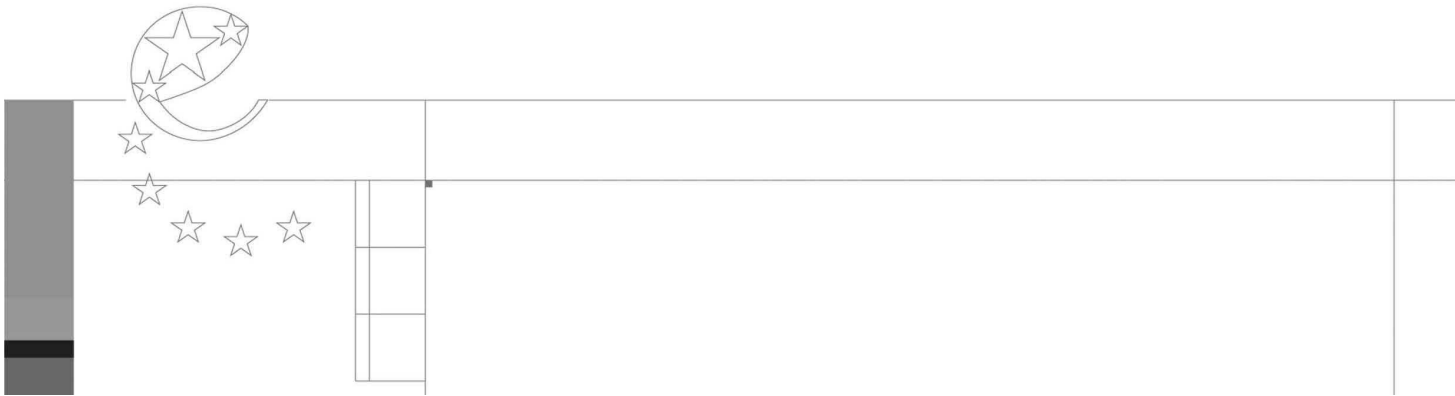
3.3 SETTING UP A PROGRAMMING COMMITTEE

The group's **programming committee** is its decision-making body and is made up of local partners from the territory, representing the different socio economic sectors concerned by the group's development strategy.

A majority of the members of the decision-making body must be from the fisheries and aquaculture sector.

The **committee is responsible for implementing the strategy**. It decides on the support provided by axis 4 to the project leaders of operations that are in line with the strategy of its development plan.

Within the programming committee, those representing the private sector and in particular the fisheries sector, may be fishers, fish farmers, representatives of the fisheries and aquaculture sector, traders, farmers, craft workers, representatives of enterprises, of civil society, citizens, consumers, cultural actors, or associations.



3.4 FINANCIAL FRAMEWORK

The priority objectives are implemented by the groups through the following actions:

- actions under the measures of axis 4 of the EFF;
- actions under axes 1, 2 and 3 (with the exception of measures 23 and 24 of Council Regulation (EC) No 1198/2006) - these actions will be given priority, but their applications will be processed under the general procedures rather than those of axis 4;
- actions under measures of other Community funds.

The **eligible cost of the project** is assessed on the basis of measures that are eligible for EFF funding. However the total cost of the project must be mentioned.

The selected candidates will be allocated a multi-annual envelope for the duration of the programming period and will be required to implement this regularly throughout the period.

The group will be the sole interlocutor for the different project leaders of operations implemented under the development plan, from the inception of the actions to their completion.

Payments to the beneficiaries will be made via the Cnasea, the paying authority for the EFF in France.

The maximum co-financing rate of the EFF is 50% of total public expenditure in mainland France and 75% for the Overseas Territories.

4 HOW THE GROUPS WILL BE SELECTED

Two selection sessions are planned for the programming period 2007-2013. The aim is to first select about 10 projects in order to test this initiative and draw lessons for the second series of selections.

These calls for proposals will be organised by the managing authority which will be supported as follows:

- at regional level by the EFF regional programming commission, which could be widened for this purpose;
- at national level by the National Programming Commission (NPC) in consultation with other French government departments: MEDAD (*Ministère de l'Ecologie du Développement et de l'Aménagement durables*), DIACT (*Délégation Interministérielle à l'aménagement et à la compétitivité des territoires*), DGCL - *Direction Générale des Collectivités Locales*). The programming commission will also classify the applications it receives in order of quality.



The results of the analysis and classification made by the regional programming commission are forwarded to the DPMA. Applications will only be accepted if they comply with certain admissibility criteria.

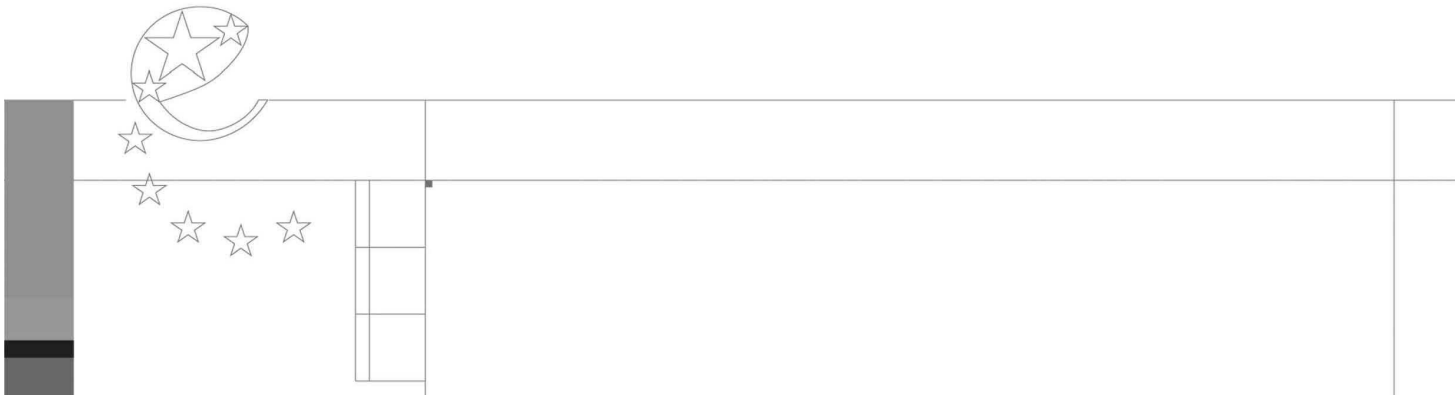
Selected candidates will then move on to the next administrative phase involving the agreement of a contract (convention) between the managing authority, the certifying authority and the group.

4.1 CRITERIA FOR THE ADMISSIBILITY OF AN APPLICATION

The group's application must comprise all the necessary elements providing an understanding of its overall direction in terms of the strategy defined on the basis of a territorial analysis, the proposed actions, and the internal and external organisation (nature of the partnership).

The following elements must be included:

- ▶ **Delimitation of the eligible area (geographical scope and population concerned):** assistance from the EFF is restricted exclusively to **coastal areas** and to **actors of the sea fishing and aquaculture sector**.
The area must fall within a geographical area smaller than NUTS III (Regulation (EC) No 1888/2005 of the European Parliament and of the Council of 26 October 2005 modifying Regulation (EC) No 1059/2003). In France this corresponds at the maximum to the level of the "département".
- ▶ **The strategy developed must be driven by a bottom-up approach and be coherent in particular with the priority objectives of the OP (paragraph 8.6).**
- ▶ **Setting-up of the partnership:** another factor that will be taken into account when selecting the groups is the extent to which professional actors from the fisheries and aquaculture sector are involved. At least half the members of the group must be from the fisheries and aquaculture sector. Among these, a diversity of representation must be sought (different branches within the sector, different types of actors, etc).



4.2 EXPECTED CONTENT OF AN APPLICATION

► Format of the application

The application must follow the structure of the plan set out in the call for proposals, and must include specific annexed documents.

The elements below indicate a model for groups to use in preparing their applications. The groups are free to adopt the format they choose within each chapter, as long as each key point is covered.

The application must include the following elements:

- **the key points of the diagnosis (SWOT analysis) and development challenges identified;**
- **the objectives of the local strategy selected for implementing axis 4 of the EFF;**
- **the added value the local development strategy is expected to have on the territory, in relation to other assisted operations.**

The project submitted must demonstrate throughout its presentation what added value it provides in relation to the existing situation.

► Model application form

1. The territorial diagnosis

The aim of this section is to present the results of the joint analysis of the territory and the resulting strategy developed by the group, which should be organised around one key priority, and to present the objectives and anticipated effects of this strategy.

“Strengths/Weaknesses - Opportunities/Threats and development challenges”

- ⇒ Presentation and analysis of the territory in order to pinpoint its strengths and weaknesses, and to identify the challenges facing the fisheries sector and fishers. This will include principal social and economic data, physical characteristics of the territory, any remarkable heritage features, a presentation of the local economy, review of policies carried out to date at the level of the territory, particularly relating to fisheries activities.



⇒ Presentation of the representative actors of the territory, how they are organised, the forms of partnership that exist between these actors.

This presentation of the territory should result in a territorial diagnosis, the key aspects of which are summarised in the following table:

| Themes | Strengths/ opportunities of the area concerned | Weaknesses/ threats of the area concerned | Challenges to be addressed in terms of local development in the territory | Challenges addressed by the group |
|----------------------|---|--|--|--|
| Economic | | | | |
| Environmental | | | | |
| ... | | | | |

Development strategies for the area

This part should outline the main operational objectives and principal actions to implement this strategy, at both the individual and the collective level.

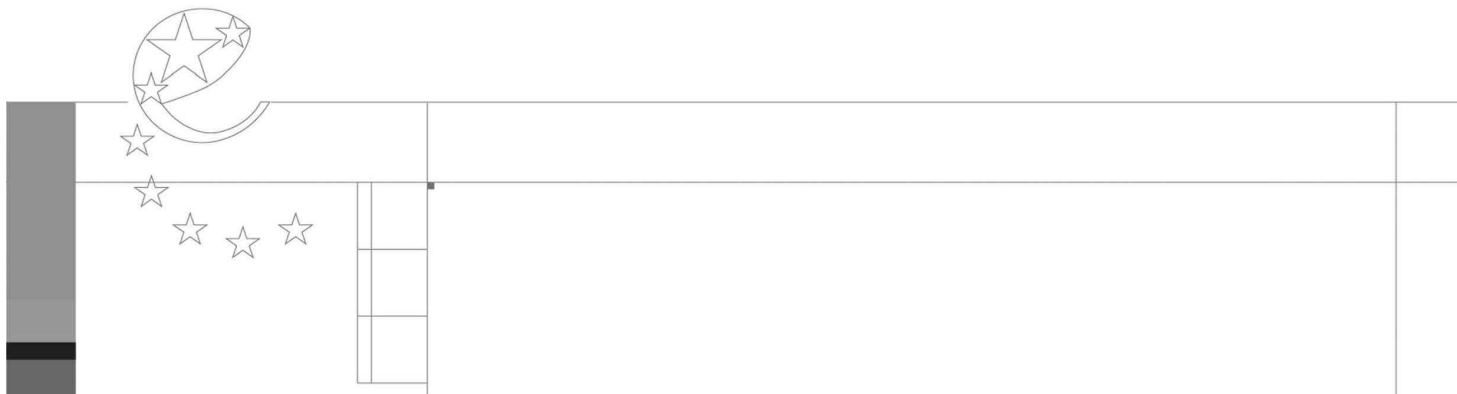
2. Development plan

By development plan, we mean here the approach taken by the group to put its strategy into a tangible form. The pilot nature of this approach for the fisheries and aquaculture sector, in relation to the principal objectives of the OP and the EFF, should be clearly demonstrated.

The presentation of the development plan must include at least:

- A “work package” giving the details of each action envisaged
- A financial table indicating the project’s funding.

Candidates are asked to produce a “work package” for each action envisaged.



Each “work package” must include the following headings:

| |
|---|
| Title of the action / operation |
| The priority objectives under which the action comes, and the contribution it makes to achieving the objectives |
| The anticipated effects on the fisheries areas or areas heavily dependent on fishing |
| The targeted beneficiaries |
| Eligible expenditure |
| Intensity of the aid |
| EFF funding envisaged |
| Other funding anticipated |
| Monitoring and evaluation indicators |
| Timetable |

3. Financial table

The financial table will present the actions to be financed by the EFF.

This table should be presented as shown below, with a breakdown by “work package”. It must show the contributions to be made by the different providers of matching funding.

| | French public assistance | | EFF | Total public expenditure (TPE) | EFF co-financing rate | Possible private sector contribution |
|---------------------------------------|--------------------------|-----------------------|-----|--------------------------------|-----------------------|--------------------------------------|
| | Co-funding provider 1 | Co-funding provider 2 | | | | |
| Actions under another EFF axis | | | | | | |
| Work package 1 | | | | | | |
| Work package 2 | | | | | | |
| Coordination (10 to 40%) | | | | | | |
| Total cost | | | | | | |
| Cost under axis 4 | | | | | | |

This table is purely a presentation tool, recommended for use in the application stage.



The groups may receive assistance to help cover their running costs and the cost of skills acquisition required to implement these actions.

The group will be allocated a maximum amount of EFF funding, which must be matched by at least the same amount of national public funding.

The amount that may be devoted to the group's coordination, running costs, evaluation and communication is 10% maximum.

► **Involvement of local actors and presentation of the different partnerships**

The aim is to describe in detail how the territorial partners have been involved in the preparation of the strategy and how they will be involved in implementing the strategy.

The process by which the various actors are involved will therefore be described for the different stages in the design and delivery of the project:

- at the preparation of the application;
- during the implementation and monitoring of the project;
- in the programming committee;
- in exchanges of good practice with, or transfer of experience to, other actors in the same area or in other areas.

The aim is to present the aspects relating to the organisation planned for the project leadership and management: at the level of the organisation of the group, coordination of the work, as well as the monitoring and evaluation.

► **Monitoring / evaluation**

The group is required to design methods to monitor and evaluate its actions. Evaluation will in particular help to answer the following questions:

- have the objectives been achieved?
- how could things be done better, given the available resources?



4.3 CRITERIA ON WHICH APPLICATIONS WILL BE ASSESSED

The analysis will be based on the following points:

- Presentation of the application
- Involvement of stakeholders
- Pertinence of the group's territory in relation to the challenges
- Pertinence of the strategy
- Cooperation
- Added value of the project
- Quality of the development plan and robustness of the financing plan the project's management/leadership

5 RESPONSIBILITIES OF THE CANDIDATES IF SELECTED

5.1 CONVENTION BETWEEN THE "GROUP" AND THE "DPMA"

If the group's application is selected, the group will then have to consolidate its development plan, incorporating the observations made by the national monitoring committee.

The managing authority will formally express the commitments made in a **convention drawn up between the managing authority, the certifying authority and group**. This convention comprises the binding legal framework setting out in detail the rights and obligations of all parties and the possible actions of the group in line with its application. These commitments may be modified by the addition of riders if necessary during the duration of the programme.

The following must be provided in annexe to the convention:

- the detailed development plan;
- the consolidated financing plan incorporating in particular the EFF contribution which will have been allocated by the national monitoring committee;
- the list of members of the programming committee;
- the list of municipalities that make up the geographical area covered by the group;
- the statutes of the promoting and management structure and the official decision by which this structure attests that it will indeed be the representative and responsible structure for the organisation of the group and for the implementation of the development plan.



5.2 MULTI-ANNUAL ENVELOPE

The groups are allocated a **multi-annual envelope** which they are responsible for managing in implementing their strategy. The groups are responsible for the commitment of these appropriations. Payments to the beneficiaries are made through the paying authority (in France, the Cnasea) following requests for payment from the group. The certifying authority declares the expenditure to the Commission in order to obtain the EFF co-financing. The European Commission transfers the funding to the Member State and makes it available to the paying authority.

5.3 MANAGEMENT

The managing authority is responsible for ensuring that the groups implement their development plan in line with the EFF Regulation. To this end it provides guidance for their activities by producing the necessary national guideline documents (information notes, handbook for applicants, etc), by participating in the programming committee, and by providing support for the groups concerning the regulatory aspects when they are preparing their applications.

The dedicated software programme Presage will be used for the entire project management process. Each group will be given access to the software. Presage enables the monitoring of all the projects at all stages in the life of the project (from submission to archiving). As is the case with all Structural Funds, and the contracts for projects between the State and Regions (*Contrats de Projets Etat-Région - CPER*), the EFF will be entirely managed and monitored using this programme.