



CALL FOR PROPOSALS

European Topic Centre on Resource and Waste Management (ETC/RWM) 2005-2008

Open call for proposals (Grant agreement): EEA/EAS/04/004
Project Manager: Mr. Pawel Kazmierczyk

1. Background information

The European Environment Agency and the European Environment Information and Observation Network

The European Environment Agency is the main source of information used by the European Union and its Member States in developing European environment policies. The Agency aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public. Established by the EU in 1990 and operational in Copenhagen since 1994, the EEA is the hub of the European Environment Information and Observation Network (EIONET), a network of around 300 institutes across Europe through which the Agency collects and disseminates environment-related data and information. This information is made available through various report series, briefings and the EEA website¹.

The European Commission, the European Parliament, national and regional authorities in the member countries, and a wide range of non-governmental organisations are among the regular users of the Agency's databases and information products.

Institutionally, the European Environment Agency is one of the information agencies of the European Union. The functioning of the EEA and EIONET are described in the EEA founding regulation².

The Agency, which is open to all nations that share its objectives, currently has 31 member countries. These are the 15 EU Member States; the 10 Acceding countries that will join the EU; Iceland, Norway and Liechtenstein, which are members of the European Economic Area; and the candidate countries, namely Bulgaria, Romania, and Turkey. Negotiations on EEA membership are also under way with Switzerland.

Five European Topic Centres (ETC) are currently part of EIONET. They include ETC/Air and Climate Change; ETC/Water; ETC/Terrestrial Environment; ETC/Nature Protection and

¹ <http://www.eea.eu.int/>

² EEC 1210/90 of 7 May 1990, amended by EC 933/1999 of 29 April 1999 and EC 1641/2003 of 22 July 2003, see <http://org.eea.eu.int/documents>

Biodiversity; and ETC/Waste and Material Flows. The last two are now opened up for proposals for new consortia to carry out the tasks.

Role of the European Topic Centres

The European Topic Centres (ETCs) are, according to the EEA founding regulation³ and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of member countries. European Topic Centres are involved in the harmonisation of monitoring of the environment in the member countries, in the compilation of the resulting data in international databases, in the processing of the information (including the use of models to describe and analyse the present and future state of the environment), and in the production of indicators to communicate the findings to various users.

European Topic Centres are part of the Eionet and a support to the Eionet. Their activities have an important component of networking with experts in the member countries. This happens in working on the harmonisation, the quality and exchange of data, in building capacities in the member countries through country visits and meetings with all country experts in the Eionet. Topic Centres are a sparring partner for countries in discussing options for improving national information systems. Networking with the countries also occurs when involving the member countries in the analyses of indicators and in assessments. The ETCs are expected to work together with the other European Topic Centres on crosscutting projects.

To perform these tasks European Topic Centres include the best expertise in Europe to handle data in their topic area, and to analyse the environmental data with regards to developments in society and economy and with regards to environmental and sectoral policies. European Topic Centres are also expected to have the expertise to cover the full geographical area of EEA member countries.

European Topic Centres are thus common resources for the EEA, its member countries and the Community institutions. The yearly work programme of the topic centres is decided upon by the EEA taking into account the requirements of all parts of the Eionet and other stakeholders. For the execution of the work programmes, ETCs receive several (mostly yearly) grants from the Agency and are co-financed by national and other contributions. Co-financing has in previous years typically covered 30 % or more of project costs, part of it by contributing staff to the project. ETCs may not generate profit for any of the participating institutions (see Article I.6 and section II.17 in Annex I). Only tasks with a component of networking with the member countries can be supported under grant agreements.

Experience from the past has demonstrated that the variety of tasks to be undertaken by a Topic Centre and the variety of expertise needed demands a multi-national consortium of institutes and/or companies.

³ The EEA founding regulation, see footnote 2, describes in article 4.4, 4.5 and 4.6 Topic Centres and their tasks as part of Eionet.

2. Overall framework of EEA work in the area of waste and natural resources

Based on the EEA Strategy 2004-2008⁴, over the next five years the EEA will:

"...continue to provide information and assessments supporting policies on waste management and the sustainable use natural resources, to allow for priority setting, monitoring and follow up, and identification of best practices."

In the area of management of waste and natural resources, the Agency will carry out waste and material flow assessments, to support the policy intentions behind the thematic strategies on sustainable use of natural resources and on waste prevention and recycling. Other policy objectives to be supported are: to reach a significant overall reduction in the volumes of waste generated; to achieve decoupling of resource use from economic growth; and to ensure that consumption of resources and the associated impacts do not exceed the carrying capacity of the environment.

The specific Agency outputs will include:

- analysis and studies in support of the development and implementation of Thematic Strategies on Sustainable Use of Natural Resources, and on Waste Prevention and Recycling⁵;
- specific waste and material flow assessments, including flows of resources through the economy and the associated impacts on the environmental media;
- waste and resources policy analysis, including effectiveness and 'state-of-action' assessments;
- development of indicators for natural resource use and waste management;
- support to member countries in waste reporting and material flow accounting;
- support to the Waste Statistics Regulation, including a review of reporting obligations.

As a side benefit of the activities above, the Agency will identify and disseminate best practice information about tools and policy instruments.

Policy context and expected trends

The policy context of EEA work on waste and resource management is determined by the following policy processes:

- implementing EU Sustainable Development Strategy
- implementation of 6th Environment Action Programme, which sets out to:
 - ensure that use of resources and impacts do not exceed carrying capacity of environment
 - achieve de-coupling the use of resources and the generation of waste from the rate of economic growth
 - achieve reduction in waste generation
 - achieve reduction in waste disposal, increase reuse, recovery and recycling of waste, minimize its hazardousness, and achieve that waste is treated as closely as possible to where it is generated.

⁴ available at: <http://org.eea.eu.int/documents/>

⁵ more details available at: http://www.europa.eu.int/comm/environment/policy_en.htm

- development of the Thematic Strategy on Sustainable Use and Management of Resources, the Thematic Strategy on Prevention and Recycling of Waste, and the Integrated Product Policy
- development and implementation of various waste-related directives, and in particular, the Waste Statistics Regulation
- setting targets for decoupling and reduction in material use in national policies
- implementation of a framework programme for sustainable consumption and production, as proposed at World Summit on Sustainable Development in Johannesburg
- international initiatives on dematerialisation/decoupling, and Material Flow Analysis.

Taking the above into account, the following developments are expected in the near future:

- streamlining of waste reporting, and implementation of Waste Statistics Regulation
- progressing to the implementation phase of Thematic Strategy on Sustainable Use and Management of Resources, Thematic Strategy on Prevention and Recycling of Waste, and Integrated Product Policy
- increased emphasis on preventive approach in environmental policy-making
- prioritisation which resources and products to address, and what policy measures to apply in sectors
- need for setting concrete targets and measuring progress in resource and waste management
- acceleration of work towards decoupling of economic growth and environmental impacts
- increased emphasis on a life-cycle approach to environmental policy making, and a focus on the environmental impacts of products and services
- dissemination of information on best practice and success stories.

The ETC on Resource and Waste Management will from January 2005 replace the ETC on Waste and Material Flows (<http://waste.eionet.eu.int/>). In the period 2005-2008 the role of the ETC on Resource and Waste Management will be to support the EEA in the realisation of its strategy by performing tasks in data collection, indicator compilation, policy support studies and policy assessment, and member country support, as described in the following section.

3. Specific tasks of the European Topic Centre on Resource and Waste Management

The Consortium is expected to describe its experience and capabilities, and to propose an approach to produce relevant deliverables for the following main tasks envisaged in the work program for the ETC/ Resource and Waste Management 2005-2008 (four years):

Work area 1: Data collection and processing, and data management

The ETC/RWM will work together with the EEA member countries and the Community institutions (e.g., the Commission, Eurostat) to maintain and improve data flows through the following activities:

- support to collection, processing, and quality assurance of waste-related data, including support to Eurostat in the implementation of Waste Statistics Regulation. This activity will need to ensure that data processes and systems are in line with ReportNet⁶
- regular updating of Reporting Obligations Database and Data Dictionary⁷
- collection of data on specific priority waste streams/products (eg. electronics, packaging waste, etc.) and waste management practices (eg. under the Landfill Directive)
- collection of data on resource use and material flows, further development of material flow analysis methodology, and assistance to member countries in setting up national material flow accounts
- identification of data gaps and overlapping of reporting requirements, with a view to streamlining data flows, in cooperation with member countries and the responsible EU institutions (DG Environment, Eurostat).

Work area 2: Indicators and factsheets

The ETC will produce, in accordance with EEA guidelines, factsheets and indicators on waste and resource use. These indicators should provide regular information on waste generation and management, state of recycling and recovery, and waste prevention and decoupling. The EEA indicator fact-sheet model⁸ describes the relevant approach to ensure data quality, provide analysis of the causes behind identified trends, and achieve an attractive presentation.

The tasks include:

- indicator development and update, covering waste generation and management, and resource use and efficiency
- maintain a core set and a background set of indicators for those topics
- elaboration of policy-relevant texts describing the environmental and policy context of the indicators and datasets, as well as their analysis
- based on the above, development of indicator fact-sheets, in consultation with EIONET.

Work area 3: Support to policy processes

The ETC will carry out studies and provide expertise in support of development and implementation of relevant policies, including:

- in cooperation with member countries and EU institutions, continuous tracking of progress in development and implementation of selected waste and resource related policies and strategies, including Integrated Product Policy (eg., collecting data and analysing trends, examining policy instruments, identifying best practice)
- evaluation of quantities and impacts of resource flows, and link between resource use, waste generation and environmental pressures
- studies aimed at prioritisation of waste and resource streams, as well as products and services, according to their environmental impacts and relevance for policy action
- analysis of environmental impacts of waste management operations,
- analysis of economic aspects of waste management
- contribute to work to identify the driving forces for resource use and efficiency, and help identify policy measures to accelerate decoupling and pollution prevention
- providing information and assessments for specific priority waste streams

⁶ Reportnet is a system of integrated IT tools and business processes creating a shared information infrastructure optimised to support European environmental reporting. More information and all tools are available at:

<http://www.eionet.eu.int/reportnet.html>

⁷ <http://rod.eionet.eu.int/index.html> and <http://dd.eionet.eu.int/index.jsp>

⁸ more details at: http://themes.eea.eu.int/indicators/all_factsheets_box

Work area 4: Policy analysis and assessment

The ETC/RWM will provide support to assessment of implementation, and analysis of effectiveness of environmental policies (ex-post and ex-ante), through:

- contributing to Impact Assessment of proposed EU legislation, strategies, and programs, including Thematic Strategies on Sustainable Use of Resource, and on Prevention and Recycling of Waste
- providing information and analyses of the policy instruments put in place in EEA member countries for selected policy areas, including the institutional context and costs and benefits of implementing the instruments.
- contributing to ex-post evaluations of effectiveness of selected policies and policy instruments related to major resource and waste problems (including prevention), and to the management of major waste streams (e.g., municipal waste, packaging waste, industrial waste, construction and demolition waste, electrical and electronic waste, batteries, waste oils, end-of-life vehicles, sewage sludge, landfill directive etc.)
- benchmarking of countries and sectors for resource productivity, product-related environmental policies, waste prevention/avoidance, and waste management.

Work area 5: Knowledge sharing

The ETC will support sharing of knowledge and exchange of experience among countries through:

- management of web site/WasteBase⁹, with a comprehensive and up to date collection of links to waste and resource information
- collecting/compiling links to existing technical information on best practice in pollution prevention and waste management, covering information from various sources (international organizations, DG Env, JRC, industry and trade associations, NGO's, national reports, etc.)
- identification and dissemination of best practice and success stories in policy development and implementation (policy instruments, implementation practice).
- presentation of data collected by the ETC, and guidance how/where to find relevant data collected by other institutions (e.g. Eurostat)
- assistance to DG Environment in the work towards a knowledge gathering function, as described in the Communication on the Resources Strategy

Work area 6: Support to member countries and the EEA

The ETC/RWM will maintain close links with EIONET and member countries, through:

- strong communication effort with the countries, including regular networking and country visits
- outreach and info dissemination campaigns to the waste and resource community, eg., through newsletters and electronic bulletins
- identifying present and future needs for training and capacity building in the countries, and proposing an approach to address those needs, including where relevant, assisting member countries in their reporting efforts
- organizing regular EIONET workshops and seminars to discuss the outcomes of the work with the member countries, and to help understand countries' needs.

⁹ currently maintained in the following form: <http://waste.eionet.eu.int/>

In support of the EEA, the ETC/RWM will be required to:

- establish a clear ETC management mechanism, and produce an annual ETC implementation plan in response to the yearly Work Programme which is the basis of the grant
- provide advice to specific clients/users, in particular the European Commission; review and comment on draft notes or other reports; prepare data summaries and data assessments;
- participate in relevant working groups, technical committees etc.,
- provide information and data, and produce reports, as part of regular EEA reporting (e.g., State of Environment and Outlook Report, Environmental Signals), and/or in response to ad-hoc requests
- apply procedures for quality assurance of indicators, reports and other deliverables, including ensuring a high standard of written English.

Exact outputs and deliverables will be determined annually, based on identified needs and priorities, as outlined in the EEA's annual management plan.

NOTE: Concerning the coverage of the term "resource and waste management," the ETC will cover:

- the use of resources for the production of goods and services, and
- waste (drivers, generation, prevention, reuse, recycling and treatment)

The following issues, that can have a resource aspect, but which are already covered by other ETCs, are outside of the scope of the present call for proposals:

- air and climate change,
- water and marine environment,
- natural ecosystems, biodiversity, forestry, land cover, soil.

Whenever necessary for developing initiatives covering broadly natural resources, ETC/RWM will cooperate with other institutions, including other ETC's, working on those specific issues (eg., assessments of the potential of the waste sector to further reduce green house gas emissions).

The ETC will, if necessary, also cooperate with consultants contracted by the EEA for the execution of tasks related to waste and resources that are outside the grant financing of the topic centre, such as scenario's for the future and model development.

4. Guidelines for the organisation of the European Topic Centre on Resource and Waste Management

The current and previous ETCs are consortia of government organisations, private non-profit organisations and, in some instances, a small number of commercial firms. Based on the EEA experience so far, the following guidelines should be considered by the applicant:

A. The set up of the ETC consortium:

- the key functions in the coordinating organization of the consortium have included
 - o an ETC Manager, responsible for overall coordination, with excellent management and networking capabilities and a good overview of European policy developments in waste and resources.
 - o a dataflow manager with experience in QA/QC, and

- sufficient manpower for administrative support able to work in English and capable of organising European meetings and consultations.

The core team should have access to financial control services, to ensure proper financial management.

- in addition, as indicated by the outline of Work Areas above, the following capacities are needed in the Consortium:
 - excellent knowledge on the characteristics and treatment of the main waste flows;
 - experience and knowledge of material flow analysis;
 - experience in development of waste and resource indicators;
 - ability to review and translate knowledge on waste and resource management into policy-relevant information
 - experience in policy analysis and assessment,
 - ability to identify best practice and effectively disseminate information
 - institutional networking experience at national, EU and international level.
- the number of partners in the consortium should ensure a balance between the need for a wide range of technical expertise over a broad geographic spread, and the ability to effectively manage a team. So far, it appears that the optimal number of partners in the consortium ranges from 4 to 8. Experience has shown that it is difficult to bring in and coordinate many small partners with marginal involvement in projects.
- the work programme can best be implemented by a 'core team' of technical experts at the lead organisation, supported by a number of partners with specific expertise;
- as an indication, the total budget of the ETC/RWM is expected to be around 1,200 thousand Euro annually, with the EEA contribution of ca. 900 thousand Euro per year. Specific figures will be decided annually, based on the available budget and Annual Management Plan of the EEA.

B. The implementation of the work program:

- the working language of EEA is English. The ETCs are expected to deliver texts (reports, background notes, draft fact sheets, and other working documents) that do not require further language checking and correction before dissemination or publishing. The consortium should include a quality control procedure for this.
- NFP/EIONET members recommended to make increased use of expertise available in the member countries. Good communication with EEA member countries, European Environment Information and Observation Network (Eionet), and in particular with the Primary Contact Points and National Reference Centres appointed by the member countries, should be reflected in the proposal.
- ETCs report to the Agency. The primary link will be between the ETC coordinator at the coordinating organisation, and the ETC leader at the Agency. However, in individual projects, ETC staff is expected to closely cooperate with corresponding project managers at the Agency.
- regular meetings with the Eionet (i.e., through EIONET workshops), Web-based dissemination, and regular mailings and newsletters have proved an effective tool for keeping countries informed about work program and achievements
- the character of several of the tasks of the ETC/WRM makes it necessary to actively seek to cooperate with the other ETCs set up by the Agency¹⁰

¹⁰ see list in Section 1

5. Submission of the proposal

Natural or legal persons fulfilling the conditions stated that do not fall under any of the exclusion cases in the rules for participation, or in Article 114(2) of the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities¹¹ are invited to submit to the Agency proposals for the European Topic Centre on Resource and Waste Management.

The consortium may include organisations from all EEA Members countries (see Section 1). The quality of coverage of the EEA Member countries area and the balance in the geographical distribution of the partners will be taken into account in the evaluation.

In drawing up the proposal, the consortium should bear in mind the provisions of the standard framework partnership agreement and the specific agreement for grants attached to this invitation to tender (Annex I).

The proposal must include all the information and documents required for the appraisal of tender on the basis of the selection criteria and the award criteria set out below.

The main text part of the proposals should include **in the following order**:

1. An executive summary of the proposal, not exceeding 5 pages:
 - i. ETC name as indicated in the title of these specifications
 - ii. Title, address, telephone number, fax number and e-mail address of the (proposed) lead organisation
 - iii. Name and short (one paragraph) CV of proposed ETC manager
 - iv. Titles and addresses of other organisation(s) included in consortium proposal
 - v. Names and short (one paragraph) CVs of main experts proposed for ETC consortium and who would contribute at least 100 days/year to ETC
 - vi. A summary of how it is proposed to organise and deliver the core work, in particular which partner(s) will be responsible for the main tasks and activities, how these will be coordinated by the core team and how the budget could be allocated across the tasks;
2. An appreciation of the vision and priorities for the ETC over the next four years (2005-2008); how the results will contribute to the development of policies in the area; how the priorities will be developed and how the expertise offered will provide a balanced team to provide the range of expertise required of an ETC and that will be able to contribute to the individual tasks and activities as specified This appreciation should include an overview of which partner(s) will be responsible for, and/or contribute to, which tasks and activities and how this will be coordinated across partners, including the involvement of the core team.
3. An appreciation of how the proposed consortium takes into account the need to reflect the different geographic circumstances EEA member area.
4. An appreciation of the way the member countries will be involved in the work of the Topic Centre.

¹¹ Financial Regulation : <http://intracomm.cec.eu-admin.net/budg/lex/en/legis/rf2002/index.htm>
Implementing rules : www.cc.cec/budg/document/lex/mod-exec/JO-357-mod-exec-en.pdf

5. An appreciation of how the proposed consortium will offer some continuity to carry forward some of the experience, expertise and capacity developed to date in the ETC on Waste and material Flows
6. A statement on the proposed approach to quality
7. An overview of the experts in the consortium, including the description of a core team in the coordination organisation
8. A proposal for the organisation of the Topic Centre, including a rationale for the chosen arrangement.
9. A proposal for technical/scientific review of progress and products through, for example, the Scientific Committee, peer review, EIONET workshops, etc.
10. A breakdown of expected costs for personnel and an indication of likely non-staff costs (travel/subsistence, equipment, report production and other materials), within the likely annual budget
11. CVs of experts contributing significantly to the ETC, including a statement on availability and the number of days they will likely provide to the project each year.
12. Brief summary of the capacities and portfolio of relevant projects carried out by each member of the consortium.

Annex V is a checklist of all (supporting) documentation needed.

Five bound copies and one unbound signed original of the proposal must be submitted. If any ‘promotional material’ on any of the partners is included with the proposal then only one copy of such material should be submitted.

6. Exclusion criteria

The conditions of participation of the proposers will be verified within the framework of the negotiation of the framework agreement. Before that however, proposers will have signed a declaration stating that they do not fall under any of the cases given by Article 93(1) of the Financial Regulation (Annex IV). Before the agreement will be concluded they will also have given the Agency the information listed in Article 173 of the Commission Regulation (EC, Euratom) No 2342/2002, of 23 December 2002, laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (see footnote 11).

The submitting Consortium should take note of the provisions of Article 173(4) of the Commission Regulation (EC, Euratom) No 2342/2002. However, taking in account the financial collective responsibility of the consortium, the Agency will not require external audit reports over the last two years for consortia including public bodies.

Exclusion following Article 93(1) of the Financial Regulation occurs if candidates are in any of the following situations:

- are bankrupt or being wound up, have suspended business activities, are having their affairs administered by the court, have entered into an arrangement with creditors or are in any analogous situation, or are the subject of proceedings of this nature;
- have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- have been guilty of grave professional misconduct;

- have not fulfilled their obligations relating to the payment of social security contributions or taxes;
- have been subject of a judgement 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;
- following another procurement procedure or grant award 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;
- are subject to conflict of interest;
- have been guilty of misrepresentation in supplying the information required by the contracting authority.

7. Selection criteria

The proposal must include evidence of the professional, technical and financial qualifications of each of the partner organisations by means of the following documentation:

- an identification sheet (name or business name, legal status, contact person, etc.) (Annex III);
- copy of the inscription on a trade or company register and of the inscription on the VAT-register; in case of universities, NGO's, or similar organisations without a registration in such registers, the relevant part of an establishment agreement should be provided which allows verifying the legal status of the institute
- proof of stable and sufficient sources of funding to maintain the activity throughout the 2005-2008 period
- detailed curriculum vitae of the personnel significantly involved in the proposed Topic Centre, including information on the candidate's working languages and those in which he/she is able to submit reports.
- statements confirming participation in the proposal by each of the partners
- letters stating the intention to provide national and/or other contributions to the project for at least a total of 120.000 Euro per year¹² across the consortium. This amount is the required (see Article I.6 in Annex I) minimum of 10% of the estimated total eligible costs
- For each partner a letter from the EEA management board member of the country in which the partners is based, identifying the institute as able to perform the function of a European Topic Centre within EIONET¹³

¹² This amount is the required minimum of 10% of the estimated total eligible costs (see article I.6 in Annex I). Before signing the agreement for each individual grant the final confirmation of co-financing for that grant will be needed. Co-financing may include making available staff to the project (see section II.17.3 of Annex I for eligible personnel costs)

¹³ The EEA founding regulation art 4.4 requires that member countries identify the institutions that could be specifically entrusted (...) to act as a topic centre of the network for specific tasks. As the new ETC agreements will be partnership agreements this requirement holds for all partners, not only (as in the past) for the coordinating organisation. For international organizations, the identification should be provided by the Management Board member of the country in which the headquarters is based.

8. Contract awarding criteria

The Framework Partnership Agreement will be awarded to the most advantageous proposal, taking into account the following criteria:

Criteria	Max. award points
1) capability to provide high-quality information products that address the needs of policy makers. The proposal should demonstrate a thorough understanding of the policy development process, and excellent knowledge of the regulatory and institutional framework and policy instruments for waste, product policy, and resource management in EEA member countries (knowledge of non-European approaches an asset)	20
2) excellent knowledge of existing reporting obligations related to waste and resource management, demonstrable experience in data collection, processing and quality assurance methodologies (including IT skills for Web-based dissemination), and familiarity with main relevant data sources (eg. Eurostat, DG Environment, national sources, NGOs, industrial and trade associations)	20
3) demonstrated experience in policy assessments, analyses of environmental impacts, and good technical knowledge of waste management, eco-efficiency, and pollution prevention issues covering the practice in all EEA member countries	15
4) demonstrated previous involvement in and knowledge of Material Flow Analysis and its application for policy development, and of the analytical use of aggregated indicators for benchmarking of resource use and material flows, resource efficiency and decoupling	15
5) A balanced spread of partners across Europe, and sound arrangements for management of the ETC consortium, including adequate level of manpower, resources and proposed outputs corresponding to the indicative annual budget. The proposal should demonstrate Consortium's ability to manage complex and dynamically changing interdisciplinary projects in a multicultural environment, with particular emphasis on track record in implementing effective management procedures, sound cooperation among partners and with countries and other stakeholders, and transparent financial administration and quality assurance.	15
6) effective use of existing expertise and capabilities in Europe, as demonstrated by a good grasp of situation in EEA member countries in the area of waste, product policy, and resource management, links with national and international institutions related to those fields, and the proposed approach to access to networks of experts external to the Consortium	10
7) understanding of the overall objectives of the programme, as demonstrated by innovative approach and creative suggestions for achieving the goals	5
TOTAL	100

Each element will be scored according to the degree that the proposal fulfils the requirements, where capabilities are demonstrated by CV's of key staff, portfolio of relevant projects carried out by each consortium member, geographical coverage, and track record in delivery of similar products.

9. Deadlines and procedure for submitting the proposal

Proposals are to be submitted (according the publication in the Official Journal) either by registered mail, posted not later than 21 of June 2004 (postmark); or by delivery (in person or by an authorised representative or private courier service) to Pawel Kazmierczyk, the European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K not later than 16.00 hrs on 21 of June 2004, in which case a receipt must be obtained as proof of submission, signed and dated by an EEA official.

Proposals must be submitted in six copies (five bound and one unbound), and placed inside two sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: "Reply to call for proposals ETC/RWM. Not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.

Submission of a proposal implies acceptance of the terms specified in the "Special and general conditions to the framework partnership agreement" in all matters not governed by this invitation and waiver participating companies' own terms of business.

Period of validity of the proposal: Six months from the closing date of this call for proposals

Submitting organizations will be informed whether or not their proposal has been successful.

Annexes

- I Standard Framework Partnership agreement and specific grant agreement, including special and general conditions
- II Procedure for evaluating the proposals
- III Identification sheet
- IV Autodeclaration form exclusion criteria
- V Checklist for submitting the proposal

BRIEFING MEETING and further information

A briefing meeting to learn more about the EEA, the EIONET and the European topic centres will be organised on 3 May in Copenhagen. During the meeting background information will be provided on the expectations for the ETC and the procedure for submitting a proposal. This meeting also provides an opportunity to meet potential partners for your consortium. If you are interested please register by sending an e-mail to catherine.brytygier@eea.eu.int; we will send you the meeting details in response.

Any immediate questions regarding this call for proposals should be sent by E-mail to the European Environment Agency: jimmy.flindt@eea.eu.int, fax: +45-3336 7151

All applicants are encouraged to consult the section 'contract opportunities' on the EEA website regularly before the deadline.