



**Framework Partnership Agreement**  
**concerning the European Topic Centre**  
**on**

**Climate change impacts, vulnerability and adaptation 2014-2018**

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Reference: Open call for proposals EEA/ACC/13/002-ETC/CCA

Closing date: 30.04.2013

**1. Background information**

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

The European Environment Agency (EEA) is a main source of information of the European Union and its Member States in developing, implementing and evaluating 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 in 1990 and operational in Copenhagen since 1994, the EEA is the hub of the European Environment Information and Observation Network (Eionet<sup>1</sup>), a network of around 350 organisations across Europe through which it collects and disseminates environment-related data and information. This information is made available through various report series, briefings and the EEA website<sup>2</sup>. The European Commission, the European Parliament, national and regional authorities in the member countries, the scientific world and a wide range of non-governmental organisations are among the regular users of the databases and information products.

Institutionally, the EEA is one of the Agencies of the European Union. The functioning of the EEA and Eionet are described in the EEA regulation<sup>3</sup>. The Agency, which is open to all nations sharing its objectives, has currently 32 member countries. These are the 27 EU Member States, Iceland, Liechtenstein, Norway, Switzerland and Turkey.

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<sup>1</sup> <http://www.eionet.europa.eu/>

<sup>2</sup> <http://www.eea.europa.eu>

<sup>3</sup> (EC) Regulation No. 401/2009 of the European Parliament and of the Council of 23 April 2009 on the EEA and Eionet (codified version, OJ L126 of 21 May 2009, p13, see: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32009R0401:EN:NOT>

The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions. One key role is to manage five thematic Environmental Data Centres (Climate change, Air, Water, Land use and Biodiversity).

Part of Eionet are currently six European Topic Centres (ETCs) covering the following topics: 'Air pollution and climate change mitigation', 'Climate change impacts, vulnerability and adaptation', 'Inland, coastal and marine waters', 'Spatial information and analysis', 'Biological diversity', and 'Sustainable consumption and production'.

Having regard to the expiry of the Framework Partnership Agreement (FPA) concerning the ETC on Climate change impacts, vulnerability and adaptation on 3 September 2013, the EEA launches this call with a view to identifying the consortium which will continue the work in the topic area from 1 January 2014 to 31 December 2018<sup>4</sup>.

The total annual budget for Specific Agreements (SAs) to be concluded on the basis of the Framework Partnership Agreement (FPA) will be subject to available funds from the General Budget of the EU and priorities set in the EEA Strategy 2014-18, which will be approved by the EEA Management Board later in 2013. Present spending in the topic area is of the order of:

**Climate change impacts vulnerability and adaptation (total): EUR 600,000**

## **1.2 Role of European Topic Centres (ETCs)**

ETCs are, according to the EEA regulation<sup>5</sup> and in practice, an important instrument supporting the EEA through the execution of sizeable, continuous, well-defined tasks with the involvement of member countries. ETCs support the EEA Environmental Data Centres for the topics Air, Climate change, Water, Biodiversity and Land use referred to above, and may provide help to EEA in supporting other data centres coordinated by Eurostat and JRC. Tasks focus on the harmonisation of monitoring of the environment in the member countries, the compilation of the resulting data in international databases, the processing of the information including the use of models to describe and analyse the present and future state of the environment, and the production of indicators to communicate the findings to various users.

ETCs are a part of and support to Eionet. Their activities have an important networking-component involving experts in the member countries in the harmonisation, quality assessment and exchange of data and/or information, capacity-building in member countries through country visits and meetings with all Eionet country experts. ETCs are

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<sup>4</sup> This call is subject to the EEA Financial Regulation and its Implementing Rules as determined by the EU's Financial Regulation (EU) No 966/2012 of 25.10.2012 (OJEU L 298/1 of 26.10.2012) and its Rules of application laid down in Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 (OJEU L 362/1 of 31.12.2012), in particular their respective Titles VI on Grants (Articles 121-137 FR and 173-210 RAP). It is also subject to the EEA regulation which stipulates in Article 4(5) that 'topic centres shall be designated by the Management Board ...for a period not exceeding the duration of each multiannual work programme...Each designation may, however, be renewed'

<sup>5</sup> The EEA regulation, see footnote 3, describes in Article 4(4)-(6) European Topic Centres and their tasks as part of Eionet.

sparring partners for countries discussing options for improving national information systems. Networking with member countries also includes their involvement in indicator analysis and assessment. Under the overall leadership of EEA, leading, steering and supervising the work of the ETCs, ETCs are also expected to cooperate amongst themselves on crosscutting projects.

In order to assume this role, ETCs are expected to assemble the best expertise in Europe covering the full geographical area of EEA member countries, to handle data in their areas and analyse environmental data with regard to societal and economic developments relevant to environmental and sectoral policies.

### **1.3 Agreements**

All activities of ETCs are based on Framework Partnership Agreements (FPAs) and Specific Agreements (SAs) concluded to implement the former. Annual work programmes, which serve as the basis for the award of any grants, are decided upon by the EEA and ETCs taking into account the requirements of all parts of Eionet and other stakeholders.

All grants are subject to co-financing by the *consortium* concerned (minimum 10% of the total eligible costs).

## **2. Future demands on EEA work in the area of climate change impacts, vulnerability and adaptation 2014-2018**

### **2.1 Policy context**

Climate change, impacts, vulnerability and adaptation (referred to as CC IVA) work is crosscutting and thus linked with many other EEA work areas (e.g. climate change mitigation, biodiversity, freshwater, marine, ecosystems, land use, environment and health, agriculture, energy, transport and urban issues).

The UNFCCC has recognised the goal to limit the global mean temperature increase since pre-industrial times to below 2 °C. However with implemented and planned emission reduction actions the temperature increase could be well above +2 °C by 2100. Even respecting the +2 °C objective is expected to lead to many impacts. Vulnerability of natural and human systems globally and in Europe is increasing due to a combination of climate change and other developments. These latter include intensified land use, industrial development, urban expansion and infrastructure construction, and loss of biodiversity. Economic losses due to natural disasters are increasing mainly because of higher levels of human activity and accumulation of economic assets in hazard-prone areas and better reporting. With projected increases in frequency and intensity of extreme weather events such economic losses may increase, if no actions are taken.

Thus adaptation actions are needed at different governance levels (EU, transnational, national, regional and local), and sectoral level, taking into account that impacts and vulnerabilities differ across regions in Europe.

At global level UNFCCC determines policy developments on mitigation and adaptation, with a possible new policy framework<sup>6</sup> by 2015. This will be informed by the IPCC fifth assessment report<sup>7</sup>, due to be published in 2013/2014. The UN International Strategy for

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<sup>6</sup> [http://unfccc.int/meetings/durban\\_nov\\_2011/meeting/6245/php/view/decisions.php](http://unfccc.int/meetings/durban_nov_2011/meeting/6245/php/view/decisions.php)

<sup>7</sup> <http://www.ipcc.ch/activities/activities.shtml>

Disaster Risk Reduction (ISDR)<sup>8</sup> Hyogo framework for action is also relevant and implemented in several EEA member countries. Increasingly countries aim for synergies between disaster risk prevention and climate change adaptation strategies and policies (see also the 2012 IPCC Special Report on Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation<sup>9</sup>). To a lesser extent the UN Convention on Biological Diversity<sup>10</sup> and the UN Convention to Combat Desertification<sup>11</sup> are also relevant.

The 2009 Commission White paper on Adaptation to Climate change<sup>12</sup> launched the EU adaptation policy, with the aim of enhancing the EU's resilience to the impacts of climate change. Its priorities included e.g. the need to build a stronger knowledge base and taking climate change impacts into consideration in key EU policies ('mainstreaming').

As part of the knowledge base pillar the 'European Climate Adaptation Platform (Climate-ADAPT)<sup>13</sup> was launched in March 2012. It is a publicly accessible, web-based platform, designed to support policy-makers at EU, national, regional and local levels in the development of climate change adaptation measures and policies. It is maintained and managed by EEA, in collaboration with the Commission.

Mainstreaming adaptation into EU environmental and sectoral policies has progressed notably e.g. related to water resources; marine environment; coastal areas; biodiversity; agriculture; forestry; infrastructure, urban environment, environmental assessment, disaster risk reduction and human health. Mainstreaming is expected to continue and cover all key EU policies. The 2020 EU biodiversity strategy<sup>14</sup> includes a target that by 2020, ecosystems and their services are maintained and enhanced by establishing green infrastructure and restoration of at least 15 % of degraded ecosystems. It also mentions that ecosystem-based approaches to climate change adaptation can offer cost-effective alternatives to technological solutions, while delivering multiple benefits beyond biodiversity conservation.

Also relevant are coastal zone management<sup>15</sup>, marine and maritime policies<sup>16</sup>, the 2012 'water blueprint' on water quality and quantity (floods, water scarcity and droughts)<sup>17</sup> and disaster risk prevention policies<sup>18</sup>. There is a need to further integrate and link climate change vulnerability and disaster risk prevention policies in future. Adaptation in cities is

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<sup>8</sup> <http://www.unisdr.org/europe>

<sup>9</sup> <http://ipcc-wg2.gov/SREX/report/>

<sup>10</sup> <http://www.cbd.int/>

<sup>11</sup> <http://www.unccd.int/main.php>

<sup>12</sup> [http://ec.europa.eu/environment/climat/adaptation/index\\_en.htm](http://ec.europa.eu/environment/climat/adaptation/index_en.htm)

<sup>13</sup> <http://climate-adapt.eea.europa.eu/>

<sup>14</sup> <http://ec.europa.eu/environment/nature/biodiversity/comm2006/2020.htm>

<sup>15</sup> <http://ec.europa.eu/environment/iczm/home.htm>

<sup>16</sup> [http://ec.europa.eu/environment/marine/eu-coast-and-marine-policy/marine-strategy-framework-directive/index\\_en.htm](http://ec.europa.eu/environment/marine/eu-coast-and-marine-policy/marine-strategy-framework-directive/index_en.htm)

<sup>17</sup> [http://ec.europa.eu/environment/water/blueprint/index\\_en.htm](http://ec.europa.eu/environment/water/blueprint/index_en.htm)

<sup>18</sup> [http://ec.europa.eu/echo/policies/prevention\\_preparedness/prevention\\_en.htm](http://ec.europa.eu/echo/policies/prevention_preparedness/prevention_en.htm)

receiving increased attention, e.g. through a major project funded by the European Commission<sup>19</sup>.

EU funds are already giving higher priority to climate change adaptation (Interreg, Life+, 7<sup>th</sup> Framework Programme). Mainstreaming is also important within the multi-annual financial framework (MFF)<sup>20</sup>, which includes a proposal from the Commission for increasing the share of resources for climate change mitigation and adaptation combined to 20% of the EU budget.

Climate change adaptation is furthermore addressed in the Commission's proposal for a new EU Environment Action Programme to 2020<sup>21</sup>.

The Commission is developing a proposal for an EU adaptation strategy to be adopted in spring 2013. It is an important new policy process that will guide work by EEA on CC IVA in the coming years. Related to this, the proposed revision of the Monitoring Mechanism Decision/Regulation<sup>22</sup> includes a proposal for reporting on adaptation by Member States, to be finished in 2013.

EEA member countries are at different stages of preparing, developing and implementing adaptation strategies. Many EEA member countries have voluntarily submitted into Climate-ADAPT<sup>23</sup> information on their national strategies and plans, assessments, climate services, priority sectoral actions and local actions. Fourteen countries have adopted a national adaptation strategy and several of these have also adopted action and/or implementation plans.

In 2012 the Commission prepared a call for several Copernicus (previously known as GMES, Global Monitoring for Environment and Security) climate change research projects<sup>24</sup>. However no overall Copernicus climate service has been proposed yet. Many national climate services are emerging, linked to the development of a Global Framework for Climate Services<sup>25</sup>, and there will be a need to link these with a future Copernicus climate services and with Climate-ADAPT.

In summary, the main EEA objective in this work area is to support EU policy developments on climate change impacts, vulnerability and adaptation and disaster risk prevention by providing relevant information and to assist member countries in these areas.

## 2.2 EEA role in support of policy

EEA will provide support in implementing the EU Climate Change Adaptation Strategy, and will be increasingly involved in various work areas related to CC IVA in the coming years, ranging from monitoring, data, indicators, assessments, and information platforms and the ETC is expected to contribute where appropriate.

Regarding climate change data and monitoring, the EEA will undertake analyses of data availability and gaps with the aim of helping to improve the availability of, and access to,

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<sup>19</sup> <http://eucities-adapt.eu/cms/>

<sup>20</sup> <http://ec.europa.eu/budget/reform/>

<sup>21</sup> <http://ec.europa.eu/environment/newprg/intro.htm>

<sup>22</sup> [http://ec.europa.eu/clima/news/articles/news\\_2011112301\\_en.htm](http://ec.europa.eu/clima/news/articles/news_2011112301_en.htm)

<sup>23</sup> <http://climate-adapt.eea.europa.eu/web/guest/countries>

<sup>24</sup> <http://copernicus.eu/pages-principales/services/climate-change/>

<sup>25</sup> [http://www.wmo.int/pages/gfcs/index\\_en.php](http://www.wmo.int/pages/gfcs/index_en.php)

these data at EU level. This activity includes e.g. supporting the development of user requirements for a potential climate change Copernicus service/contribution, in collaboration with the Joint Research Centre of the European Commission (JRC). In addition EEA has analysed comparability issues and information gaps in data on impacts of natural disasters, in particular floods and droughts, in collaboration with JRC. Furthermore, EEA has included climate change projections on the Eye on Earth (EoE)<sup>26</sup> platform and in the Climate-ADAPT map viewer<sup>27</sup>, which will be further integrated in future.

Another key EEA work area is maintaining, updating and developing new indicators. This task builds on work done in cooperation with WHO, ECDC, EUROSTAT and also JRC on circa 40 indicators on climate change and its impacts in Europe. A report was published in November 2012<sup>28</sup> and the indicators are also presented in the indicator management system<sup>29</sup>. There will be a need for updating and improving these indicators, by means of higher quality, spatially more detailed and consistent observed data and also projected (modelled) future trends, in all the affected themes.

EEA assessment activities will increase. EEA will present, in its assessment reports, maps of current and future climate change vulnerability and disaster risk. Through various EU research projects, e.g. ESPON CLIMATE<sup>30</sup> and CLIMSAVE<sup>31</sup>, the knowledge on climate change impacts and vulnerability has improved over recent years. Further improvements could be expected e.g. through the combination of climate change and socio-economic scenarios in a more consistent way for a range of impacts and different scales.

Analysis of the effectiveness and costs of current and planned adaptation actions, including approaches to monitoring adaptation actions, has started and will be enhanced. EEA will further analyse the progress in national adaptation policies, e.g. based on information in Climate-ADAPT, and will seek for better integration and joint analysis of EU and countries information. Particular focus could be on assessing ecosystem-based adaptation actions.

In addition, broad integrated or more focused thematic/sectoral assessments will be carried out by EEA. The key forthcoming EEA-wide assessment is the 2015 State and Outlook Report for Europe's Environment. Other assessments are a possible update of the Climate change impacts report (e.g. possibly in 2016), reports on national adaptation policies (e.g. possibly in 2014 and regularly afterwards) and reports with a transnational regional, urban and possibly sectoral focus. In addition various EEA thematic assessments reports are expected in the period after 2013, in which climate change impacts, vulnerability and adaptation would need to be integrated (e.g. on ecosystems, green infrastructure and ecosystem-based adaptation<sup>32</sup>).

Climate-ADAPT will be improved, e.g. regarding the information from countries, the case studies and its adaptation support tool. Links with existing other EU information systems

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<sup>26</sup> <http://www.eea.europa.eu/about-us/what/information-sharing-1/eye-on-earth>

<sup>27</sup> <http://climate-adapt.eea.europa.eu/map-viewer>

<sup>28</sup> <http://www.eea.europa.eu/publications/climate-impacts-and-vulnerability-2012/>

<sup>29</sup> <http://www.eea.europa.eu/themes/climate/indicators>

<sup>30</sup> [http://www.espon.eu/main/Menu\\_Projects/Menu\\_AppliedResearch/climate.html](http://www.espon.eu/main/Menu_Projects/Menu_AppliedResearch/climate.html)

<sup>31</sup> <http://www.climsave.eu/>

<sup>32</sup> [http://ec.europa.eu/environment/nature/ecosystems/index\\_en.htm](http://ec.europa.eu/environment/nature/ecosystems/index_en.htm)  
<http://biodiversity.europa.eu/ecosystem-assessments>

are included and may be enhanced (e.g. the water information system for Europe WISE<sup>33</sup>, the EU Biodiversity Information System<sup>34</sup>, and various JRC information systems e.g. on floods, droughts and forest fires<sup>35</sup>). The platform will be developed further in line with the Shared Environmental Information System SEIS<sup>36</sup> and the INSPIRE Directive<sup>37</sup>.

Work on climate change impacts, vulnerability and adaptation needs to be increasingly coordinated with work in other EEA work areas and by current and future ETCs, in particular those covering the areas air and greenhouse gas emissions, freshwater and the marine environment, biodiversity and ecosystems, soil erosion/desertification and land use. Close cooperation with e.g. WHO, ECDC and JRC has to be reinforced as well.

### **2.3 EEA steering role**

Within EEA the air and climate change programme is coordinating the work of the ETC on climate change impacts, vulnerability and adaptation. Since the same programme is also coordinating the work of the ETC air pollution and climate change mitigation, synergies between work of this ETC and the ETC CCA can be well managed. Furthermore, a number of the tasks and activities for the ETC CCA mentioned below will be done in close collaboration with staff from EEA, thus ensuring that experiences and expertise in these areas are built and maintained not only within the ETC but also in EEA. EEA, with the support of ETC, will work very closely with European Commission services in implementing the activities described below.

### **3. Specific tasks of the European Topic Centre on Climate change impacts, vulnerability and adaptation**

The tasks hereby described are conceived as a whole to be incrementally implemented over the period covered. Bearing in mind the specificities and evolving context for the related expertise, policies and information in this given area, the EEA will seek to gradually develop capacities and activities with ETC support.

#### **Main policy-related objectives**

The planned Commission's strategy on Adaptation (2013) will form the main policy context for the new ETC climate change impacts, vulnerability and adaptation. It is expected to continue to highlight the need to integrate climate change in key EU policies, to focus on the need for adaptation actions in countries, including monitoring and reporting, and also to address a further need for enhancing the knowledge base and sharing existing information. Another key policy driver is the increasing number of EEA member countries, some of which have national adaptation strategies that will start to implement adaptation actions at national and also at city level.

The ETC needs to support the EU and national policy processes to various extents and where appropriate, which is described in more detail below.

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<sup>33</sup> <http://water.europa.eu/>

<sup>34</sup> <http://biodiversity.europa.eu/>

<sup>35</sup> <http://ies.jrc.ec.europa.eu/index.php?page=data-portals>

<sup>36</sup> <http://ec.europa.eu/environment/seis/>

<sup>37</sup> <http://inspire.jrc.ec.europa.eu/>

## **Main elements in the programme of work**

### **Work area 1: Data and Monitoring**

Within the EU no formal reporting obligations exist for reporting data on climate change, disasters and their impacts to the European Commission (and/or EEA). Therefore currently EEA does not collect such data directly from its member countries. Within the international framework (UNFCCC, ISDR) some data are reported and made available. In particular UNFCCC requires all Annex I countries to prepare and report "National Communications"<sup>38</sup> every 3-5 years including some information on climate change impacts and vulnerability and most EEA member countries have reported their fifth communication. However, the reported national information is often not sufficiently detailed and comparable to be used for European level assessments on impacts and vulnerability.

For the existing EEA climate change impact indicators (including some indicators on natural disasters), which was prepared in collaboration with WHO, ECDC and JRC, use was therefore mainly made of international databases and results from EU research projects. Specifically regarding atmospheric climate and cryosphere indicators some of the Essential Climate Variables (ECVs) collected and reported through the Global Observing System for Climate (GCOS<sup>39</sup>) were used including data from both space and in situ monitoring stations.

Current Copernicus initial services (atmosphere, marine, land, emergency) provide some of the ECVs (e.g. temperature, precipitation, greenhouse gases, ozone and aerosols, arctic sea ice extent, sea surface temperature, sea level), but in various cases these do not (yet) cover the long term time series (50-100 years in the past) that are needed to detect climate change trends. Results from some Copernicus initial climate change projects have also been used, in particular EURO4M (European Reanalysis and Observations for Monitoring)<sup>40</sup> regarding temperature and precipitation changes. Also some data from the ESA initiative on Global Monitoring of Essential Climate Variables<sup>41</sup> were used and this initiative is expected to deliver further data in future.

EEA has included spatial climate change projection data (e.g. from FP project ENSEMBLES<sup>42</sup>) and also urban vulnerability maps in EoE<sup>43</sup>. In addition in the Climate-ADAPT map viewer various climate change and impact projection maps (e.g. from JRC, and ESPON Climate) are included. There is a need to enhance consistency and further integrate these Climate-ADAPT maps in EoE.

EEA and JRC collaborate on improving consistency and comparability of data on impacts of floods (economic losses, impacts on human health and natural systems) from global and national disaster databases. In the coming years reporting of data under the Floods Directive can improve the flood impact data coverage and quality.

The ETC needs to work with EEA member countries and key international organisations on the following:

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<sup>38</sup> [http://unfccc.int/national\\_reports/annex\\_i\\_natcom/items/1095.php](http://unfccc.int/national_reports/annex_i_natcom/items/1095.php)

<sup>39</sup> <http://www.wmo.int/pages/prog/gcos/index.php>

<sup>40</sup> <http://www.euro4m.eu/>

<sup>41</sup> <http://www.esa-cci.org/>

<sup>42</sup> <http://www.ensembles-eu.org/>

<sup>43</sup> <http://www.eea.europa.eu/highlights/how-vulnerable-is-your-city>



- Provide advice to the (future) Copernicus climate service on their activities on Essential Climate Variables (most relevant for Europe) in partnership with key organisations including ECMWF<sup>44</sup>, EUMETNET<sup>45</sup> and JRC;
- Support the Copernicus process in the development of a potential climate change service/contribution, in particular on user requirements ;
- Facilitate access to projections of climate change, impacts and vulnerability from national and EU research projects and integrate these in Climate-ADAPT and/or in EoE;
- Support work to improve the comparability and coverage of data on impacts of past disasters (focusing on floods), from global databases (WHO-CRED<sup>46</sup>, insurance companies, e.g. Munich Re<sup>47</sup>) and from countries (e.g. reported under the Floods directive).

## Work area 2: Indicators

The EEA is developing indicators within the DPSIR (driving forces, pressures, state, impact, responses<sup>48</sup>) assessment framework to support regular assessments on state of and trends in the environment and to support policy processes in the area of climate change impacts, vulnerability and adaptation.

EEA has been regularly updating the EEA core set indicator on global and European observed and projected temperature (CSI012)<sup>49</sup>. In addition about 40 indicators on climate change impacts have been developed for the EEA 2012 report on climate change impacts and vulnerability and included in the IMS. Indicator themes covered are:

- Climate and cryosphere
- Oceans and marine environment
- Coastal zones
- Freshwater quantity and quality
- Terrestrial ecosystems and biodiversity
- Soil
- Agriculture
- Forests and forestry
- Fisheries and aquaculture
- Energy
- Transport
- Tourism
- Human health
- Damage costs

The report also contained a range of EU-wide vulnerability (indices) maps from various projects (including ESPON Climate) and urban vulnerability maps (from the 2012 urban adaptation report).

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<sup>44</sup> <http://www.ecmwf.int/>

<sup>45</sup> <http://www.eumetnet.eu/>

<sup>46</sup> <http://www.cred.be/>

<sup>47</sup> <http://www.munichre.com/en/reinsurance/business/non-life/georisks/natcatservice/default.aspx>

<sup>48</sup> [http://glossary.eea.europa.eu/terminology/concept\\_html?term=dpsir](http://glossary.eea.europa.eu/terminology/concept_html?term=dpsir)

<sup>49</sup> <http://www.eea.europa.eu/data-and-maps/indicators/global-and-european-temperature/global-and-european-temperature-assessment-5>

There is a need for regular updating and improving the indicators in the coming years, when new data and information becomes available (see also above under work area 1). This should be done in close collaboration with key partners (WHO, ECDC, JRC, EUROSTAT) and ETCs (ETC BD, ETC ICM).

There are many on-going FP7 and expected new research projects on climate change impacts and vulnerability in the coming years. These include a Copernicus project on a 'climate change impacts toolbox'. In addition there are projects aiming to improve the comparability of impact projections, e.g. ISI-MIP (Inter-Sectoral Impact Model Intercomparison Project)<sup>50</sup>. EEA will follow the relevant research developments to identify results useful for inclusion in its indicators.

In 2012 EEA finalised a technical paper on urban vulnerability indicators, as a follow-up to the report on urban vulnerabilities and adaptation published in May 2012<sup>51</sup>. Further work could be needed to improve urban vulnerability indicators.

Within various environmental and sectoral themes EEA indicator sets have been developed, and in some cases these include indicators relevant for climate change impact and vulnerability. There is a need to improve consistency in data, methods and key messages between these indicator sets and those developed for the EEA 2012 climate change report. In the area of biodiversity for example indicators have been developed (including on climate change) and agreed at EU level to assess progress towards the EU target of halting biodiversity loss by 2010 and EEA has produced a first assessment (SEBI2010<sup>52</sup>). These indicators are being revised to take into account the new 2020 biodiversity targets. Also for assessments on freshwater (e.g. the water exploitation index), the marine environment<sup>53</sup> and coastal management indicators have been developed. Sectoral indicator sets are also available, e.g. related to TERM (transport and environment reporting mechanism<sup>54</sup>).

Cooperation with JRC will be essential in the area of vulnerability mapping (e.g. floods, forest fires, and droughts) and with civil protection agencies regarding disaster risk mapping.

The ETC needs to work with EEA member countries and key international organisations on the following:

- Maintaining and updating an overview of relevant data and information and their regular updates from key organisations useful for preparing 'EEA' indicators on climate change and climate change impacts
- Supporting EEA in identifying and using relevant EU research project outcomes for inclusion in its indicators;
- Updating and improving the existing indicators on climate change impacts (including the related indicators in the EEA core set of indicators), by means of higher quality,

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<sup>50</sup> <http://www.pik-potsdam.de/research/climate-impacts-and-vulnerabilities/research/rd2-cross-cutting-activities/isi-mip>

<sup>51</sup> <http://www.eea.europa.eu/publications/urban-adaptation-to-climate-change>

<sup>52</sup> <http://www.eea.europa.eu/highlights/publications/progress-towards-the-european-2010-biodiversity-target/>

<sup>53</sup> <http://www.eea.europa.eu/themes/water/indicators>

<sup>54</sup> <http://www.eea.europa.eu/themes/transport>

spatially more detailed and consistent observed data (in cooperation with Copernicus) and also projected (modelled) future trends, in collaboration with other organisations (WHO, ECDC, JRC) and other ETCs;

- ETC CCA will focus work on indicators on atmospheric climate variables, cryosphere and selected climate impacts as well as integrated vulnerability and/or risks, while contributing to indicators being developed by other organisations (WHO, ECDC, JRC) and/or other ETCs (BD, ICM);
- Ensuring consistency between indicators developed in various thematic areas and the specific set of indicators on climate change impacts and vulnerability, in collaboration with other ETCs.

### **Work area 3: Support the development and implementation of EU policy**

The ETC will provide technical assistance to EEA in its support to the member countries in implementing key relevant policies and measures and to the Commission in support to the EU strategy on climate change adaptation, to be adopted in 2013.

The Climate-ADAPT platform is the key tool for EEA to help provide policy support on climate change adaptation at EU and national level. Advice on the development and content of Climate-ADAPT was provided by the Adaptation Steering Group (ASG) consisting of representatives from the European Parliament, EU member states and collaborating countries and other stakeholders and a technical Working Group on Knowledge Base (WGKB). A Climate-ADAPT steering group is being established consisting of DG CLIMA, EEA and JRC.

Various DG CLIMA service contracts are relevant for Climate-ADAPT and have delivered or will deliver relevant results (e.g. cities; supporting the IT development and the dissemination of Climate-ADAPT). EEA aims to achieve consistency between these projects and EEA and ETC work.

EEA, with DG CLIMA and DG JRC, prepared a draft work plan for the further development and improvement of Climate-ADAPT, which will be developed as the needs arise.

Since the launch in early 2012 many existing Climate-ADAPT database items have been improved and new items have been included. This work is expected to continue in future, with the support of ETC CCA.

Further improvements in Climate-ADAPT are foreseen. This includes e.g. the adaptation support tool that will be improved on the basis of the guidelines for national adaptation strategies to be published by the Commission in spring 2013. The case studies database will be improved by enhancing the quality of existing information and exploiting more information sources (e.g. Interreg projects<sup>55</sup>, cities' adaptation plans). Climate-ADAPT improvements should be based on needs from the intended users (policymakers at different governance levels). Regular interaction with users is foreseen e.g. at annual EIONET workshops, other conferences in which EEA presents Climate-ADAPT and through the EU cities and the Climate-ADAPT dissemination projects in 2013. The needs of additional potential users, such as the business community, will also be explored in future.

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<sup>55</sup> <http://climate-adapt.eea.europa.eu/web/guest/transnational-regions>

The ETC needs to work with EEA member countries and key international organisations on the following:

- including new, relevant, up-to-date and quality checked and ensured information in Climate-ADAPT (including database items for all categories and sectors of information);
- updating the news and events section of Climate-ADAPT and support EEA in developing and disseminating a Climate-ADAPT newsletter;
- supporting the integration of specific tools from selected EU and other relevant research projects in Climate-ADAPT;
- improving the quality of case studies in Climate-ADAPT;
- supporting disseminating and training of Climate-ADAPT at workshops and conferences with intended users;
- enhancing the links with national or other platforms;
- analysing the information contained in the platform to optimise accessibility and use by different groups of adaptation stakeholders.

#### **Work area 4: EEA assessment reports**

EEA will produce and publish the next State and Outlook Report on Europe's Environment by 2015. This will include information on climate change impacts, vulnerability and adaptation. In addition, a number of other assessment reports are expected to be prepared including e.g. a European ecosystem assessment (2014), including analysis of green infrastructure and ecosystem-based adaptation, and thematic (e.g. freshwater, coasts, biodiversity) and sectoral assessments (e.g. transport).

A next EEA indicator report on climate change impacts and vulnerability may be prepared by 2016.

Regarding cities EEA will continue to work with ICLEI and e.g. support a session on Europe in the annual resilient cities conference<sup>56</sup>. Building on the work on urban vulnerability indicators and complemented by future work on adaptation in cities, EEA may prepare a second assessment report on urban adaptation in the next period.

EEA may also consider development of assessment reports focused on transnational regions in the next period. For example this could focus on mountains as a follow-up to a 2009 report on adaptation in the Alps<sup>57</sup> or on the Mediterranean. This may be done in collaboration with regional partners (such as e.g. the Alpine Convention).

EEA will publish a report on adaptation in Europe in early 2013, focusing on adaptation actions at various governance levels and including examples and case studies. EEA is planning to prepare a further assessment of national adaptation strategies and action plans during 2013 to be followed possibly by publication in 2014. This report aims to analyse, to the extent possible, the effectiveness and costs of current and planned/future adaptation actions, including indicators to monitor and review adaptation actions. Such a report could be followed by regular further assessments. The underlying information in these reports, on both national and sub-national (regional) level, should be available from the countries (e.g. Climate-ADAPT and possibly reporting as mentioned above).

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<sup>56</sup> <http://resilient-cities.iclei.org/bonn2013>

<sup>57</sup> <http://www.eea.europa.eu/publications/alps-climate-change-and-adaptation-2009>

In 2010 EEA published an assessment report on natural and technological hazards<sup>58</sup>. In the coming years EEA may prepare and publish an update of this report (probably with a focus on weather and climate related hazards).

In 2013 EEA will scope work on climate change adaptation related to transport infrastructure. In coming years EEA may prepare and publish reports in this area and also on energy infrastructure.

In addition other key international assessments need to be taken into account. The IPCC will publish its Fifth Assessment Report (AR5) (Working Group II: Impacts, adaptation and vulnerability) in 2014. EEA will check consistency between data, indicators and key messages from the IPCC reports and enhance consistency with forthcoming EEA reports, as well as with EEA indicators (see above).

For the assessments to be produced by the EEA, the ETC will provide the knowledge-base on climate change impacts, vulnerability and adaptation (including disaster risk reduction) in close collaboration with EEA staff.

The main assessment activities by the ETC will be contributions to:

- EEA broad integrated assessments, in particular SOER2015;
- Next reports on climate change impacts and adaptation in Europe (to be decided, possibly 2016);
- Analysis of the existing national and regional adaptation strategies in EEA countries to identify commonalities and differences, resulting possibly in a report in 2014 (and regularly afterwards)
- Possibly reports on urban adaptation; adaptation in (transnational) regions in Europe; natural hazards;
- Other planned EEA thematic (e.g. on ecosystems and ecosystem-based adaptation) and sectoral (e.g. on transport and energy) reports.

#### **Work area 5: ETC management and capacity building in EEA member countries**

The organisational set-up and management procedures of the ETC consortium must meet the special and general conditions to the Framework Partnership Agreement. To ensure this, the management of the ETC requires, for example, clear decision and communication structures within the consortium, and well-established links to the EEA and its member countries, to the European Commission (e.g. DG CLIMA, JRC and Eurostat) and to other relevant organisations (e.g. UNFCCC, IPCC, ISDR, UNECE, WHO, ECDC, EUMETNET, ECMWF). In response to the jointly agreed annual work programme, which is the basis for the grant, the consortium shall submit a proposal for action.

The ETC management must also include procedures for quality assurance – including language-checking - of all its deliverables.

From 2007 onwards EEA has organised annual EIONET workshops with NRCs on CC IVA and regularly other organisations were invited including e.g. the European Commission, WHO Europe, ECDC, Alpine Convention, and the Pyrenees Climate Change Observatory. EEA plans to continue such regular EIONET workshops. Specific work on CC IVA with West Balkan countries started in 2012.

The ETC shall maintain close links with Eionet and EEA member countries, through:

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<sup>58</sup> <http://www.eea.europa.eu/publications/mapping-the-impacts-of-natural>

- strong communication efforts with the countries, including networking and regular country visits;
- in dialogue with the countries identifying barriers to optimally perform their tasks (e.g. monitoring capacities, staff resources, knowledge gaps) and developing proposals to solve any issues that may emerge;
- providing training and capacity building in the countries as appropriate;
- organising regular Eionet workshops and seminars to discuss the outcomes of the work and plan future activities with the member countries;
- joint work with other ETCs, including the priority areas:
  - spatial reference data sets;
  - European data centres;
  - indicators of impacts and vulnerability (e.g. floods, droughts, water scarcity, marine environment, biodiversity);
  - integration between Climate-ADAPT and other existing information systems (Water information system for Europe WISE, Biodiversity information system for Europe, JRC information systems).

#### **4. General guidance on the expertise and organisation of the European Topic Centre on Climate change impacts, vulnerability and adaptation**

The present and earlier ETCs are consortia of government organisations, private non-profit organisations and a few commercial firms. Based upon EEA experience some general guidance can be given for a successful consortium.

##### **4.1 The structure of the ETC consortium**

The ETC consortium shall comprise one coordinating organisation and several partners. The following points have to be considered when establishing the consortium:

- As it can be difficult to manage many small partners (e.g. with contracts of less than EUR 50 000 per year) in a consortium, fewer partners can facilitate management. However, this has to be balanced against the need to cover the required field of expertise and to ensure good geographical coverage.
- The work programme may be best addressed through the establishment of a core team which, in collaboration with the coordinating organisation, develops the work. It is essential that team leads are from organisations which participate in Eionet and that their organisations are actively engaged in the implementation in the main policy areas as described earlier. Other requirements are:
  - coordinator (ETC manager), having appropriate management and networking capabilities;
  - administrative support, able to work in English and organise European meetings and consultations;
  - In order to ensure proper financial management, the core team shall have access to financial control services.
- The consortium as a whole need to cover the main work areas with the expertise listed under 4.2, but also to have excellent links to wider European expertise. This is

particularly important where specific skills are needed, e.g. for certain methodologies, modelling or for wider sector integration etc.

- Therefore, the ETC needs to be structured in a way to ensure the necessary flexibility to be able to adapt to changing needs and to be able to provide experts for specific projects.
- It should also have the capability to network and communicate with countries and also with relevant Commission and/or other international policy and scientific working groups and conferences

#### **4.2 Technical and scientific expertise**

The consortium is expected to have excellent technical and scientific expertise to be able to fulfil all the tasks in the work areas mentioned in section 3.

Excellent technical and scientific expertise and experience in the following areas is specifically required:

- Climate change observations, models and scenarios;
- Climate change reanalysis methods and results;
- Indicators on climate change, impacts and vulnerability;
- Data on impacts of natural disasters;
- Methods for mapping of vulnerability to climate change and disaster risks;
- Spatial analysis (and INSPIRE);
- Integrated climate change vulnerability and risk assessments including the use of socio-economic, sectoral and land use scenarios;
- Effectiveness and costs of adaptation actions (including case studies);
- Guidance and decision support tools for good practices in adaptation;
- Urban adaptation actions;
- Adaptation actions regarding transport and energy infrastructure;
- EU and national policy developments on climate change adaptation;
- Capability to network and communicate with countries and also with relevant Commission and/or other international policy and scientific working groups and conferences.

#### **5. Mandatory requirements**

In order to deliver high quality products and services the future, beneficiaries shall comply with the following mandatory requirements:

- As the working language of the EEA is English, it will also be the working language of the FPA and SAs. More particularly, the ETC is expected to deliver documents requiring minimal further language checking prior to publication. Future beneficiaries are required to have a quality control procedure to this effect.
- Without exception, the ETC shall report to the EEA, the main contact points being the ETC Manager and the competent EEA Project Manager.
- Subject to guidance from the EEA, the ETC shall ensure coherence and integration of its work with the work carried out by the EEA. To this effect and as far as specific tasks are

concerned, the EEA Project Manager(s) will be in close contact with the future beneficiaries (ETC Manager and partners as needed).

- The ETC is also expected to provide input into the development of the EEA annual work programme. Furthermore it shall provide EEA with proposals for the continuous development of the working areas.
- While cooperation amongst ETCs is subject to respective requests and coordination from the EEA, ETCs shall be structured in a way which ensures proper linkages with other ETCs as cross-sectoral and cross-thematic cooperation and integration needs further attention in the future. Such integrated cooperation needs highly transparent ETC management in order to avoid duplication or disintegration of tasks across partners.
- Maintaining and improving the links to Eionet, in particular the Primary Contact Points (PCP) and National Reference Centres (NRC) appointed by the member countries, is the basic foundation for the work of the ETCs. This means, e.g., *ad hoc* technical support to member countries, reflecting the specific needs of all countries, to enable them to contribute to the reporting of 'priority data'. The ETC shall also assist the EEA in organising annual meetings with the Eionet partners.
- The EEA is committed to an internal Environmental Policy to ensure that the EEA operates in an environmentally sound manner. Since March 2005 the EEA is EMAS certified. It is thus required that the future beneficiaries take into consideration the reduction of environmental impact of ETC activities and develop Environmental Policies for the ETCs.

## 6. Criteria

### 6.1 Eligibility

Consortia consisting of at least two partners (natural/legal persons, private or public), these partners being established in different EEA member countries (the 27 EU Member States, Iceland, Liechtenstein, Norway, Switzerland and Turkey), are eligible, subject to 6.2 and 6.3, for submitting proposals. Consortia must identify one of their partners as coordinator who will interface with the EEA.

Entities which do not have legal personality under the applicable national law of one of the EEA member countries are also eligible under the same conditions, provided that their representatives have and can prove their capacity to undertake legal obligations on their behalf and assume financial liability.

A *consortium* may also include partners from other countries than the above mentioned, provided that the other eligibility requirements are respected and the share of partners from non-EEA member countries does not exceed 10 % of the total eligible costs.

With a view to assess the fulfilment of the eligibility criteria, the *consortium's* coordinator is required to submit a proposal submission form (see annex 1) duly filled out and signed.

### 6.2 Ne bis in idem

While partners may participate in *consortia* aiming at FPAs concerning different ETCs (see the parallel Open Calls EEA/ACC/13/001-ETC/ACM, EEA/NSV/13/001-ETC/BD and EEA/NSV/13/002-ETC/ICM), **no partner may participate in more than one consortium aiming at the FPA concerning the ETC of this Open Call**, i.e. the ETC on Climate change impacts, vulnerability and adaptation. Disregard of this rule leads to exclusion of all *consortia* concerned.



Similarly it is prohibited for proposed staff to sign letters of intent to participate in more than one *consortium* aiming at the FPA concerning this ETC, i.e. ETC on Climate change impacts, vulnerability and adaptation. Disregard of this rule leads to exclusion of all *consortia* concerned.

### **6.3 Exclusion criteria**

Apart from the situations under 6.2, *consortia* shall be excluded from participation in this procedure if any of its partners is in one of the situations referred to in Articles 106(1), 107 and 109(1)(b) of the Financial Rules applicable to the general budget of the European Union<sup>59</sup>.

When submitting their application, each partner of the consortium must provide a declaration on their honour in accordance with the form attached as annex 2, duly signed and dated, stating that they are not in any of the situations specified in the above mentioned provisions.

The partners of the consortium with whom the EEA will enter into a Framework Partnership Agreement will be required, prior to the signature of the agreement, to provide the evidence specified in the penultimate paragraph of the declaration of honour mentioned above (see annex 2).

### **6.4 Selection criteria**

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.

#### ***(a) Legal capacity***

*Consortia* are required to prove that all their partners are authorised to perform the framework partnership agreement under national law, as evidenced by inclusion in a trade or professional register, a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register or any other statutory document allowing verification of the partner's legal status.

To that effect, each partner of a *consortium* is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in a trade register and, where applicable, a copy of inscription in VAT register.

#### ***(b) Economic and financial capacity***

Evidence of the *consortium's* economic and financial capacity shall be furnished by the following documents:

- proof of stable and sufficient sources of funding to maintain the *consortium's* activity throughout the period 2014-2018;

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<sup>59</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012.

- for private partners: profit and loss accounts, balance sheet for the last financial year for which the accounts were closed (and audit reports by an approved external auditor certifying the accounts for the last available financial year<sup>60</sup>).

**(c) Technical and professional capacity**

Evidence of the *consortium's* technical and professional capacity to carry out the envisaged work programme shall be furnished on the basis of the following documents:

1. Detailed CVs of the partner's managerial staff as well as those of the staff designated to carry out the work indicating, *inter alia*, the educational and professional qualifications and statement of language skills;
2. Signed letters of intent of:
  - the ETC Manager and core staff of the *consortium* coordinator; as well as
  - the key experts of all *consortium* partnersproving that the *consortium* as a whole has sufficient technical, scientific and management (including financial) experience to assume the role of an ETC;
3. A list and brief account of work considered relevant and carried out by the partners forming the *consortium* in the past five years, with the sums, dates and recipients (public or private);
4. Letters of intent of all *consortium* partners to participate and provide co-financing up to at least 10% of the total eligible cost of the action<sup>61</sup>;
5. For each partner established in an EEA member country, letters of confirmation from the respective Member of the EEA Management Board that the relevant partner is able to perform the function of an ETC partner within Eionet;
6. For each partner, proof and description of their Quality Assurance and Quality Control systems;
7. For each partner, proof and description of their environmental policy.

**6.5 Award criteria (ETC-CCA)**

A Framework Partnership Agreement (FPA) will be concluded with the consortium whose proposal best meets the EEA requirements as described above. Proposals will be evaluated on the basis of the documentation provided to demonstrate that the consortium meets the six award criteria set out below. The allocation of weightings to the 6 criteria is also given, corresponding to a maximum total score of 100 points.

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<sup>60</sup> Having regard to Article 196(3) RAP and the fact that all *consortium* partners will assume joint and several liability in accordance with the FPA, such audit reports are not required if consortia include any public bodies.

<sup>61</sup> The 10%-rule of minimum co-financing is applied towards the *consortium* as a whole. To what extent partners contribute to this co-financing is an internal *consortium* matter.

No	Award criteria	Max. points
1	<p><b>General understanding of the task</b></p> <p>Knowledge and understanding of: the policies and stakeholders that the EEA and the Eionet are supporting and cooperating with in the topic area; how the different dimensions of the topic area (climate change impacts, vulnerability and adaptation and disaster risk prevention) are related, and related to thematic and cross-cutting issues outside the topic area; how the environmental and policy issues in the topic area vary across the EEA member countries and how this impacts on the tasks of the EEA and Eionet; the roles of data, indicators and assessments in EEA work in the topic area, and the methodologies and frameworks, such as risk and vulnerability mapping, modelling and accounting, that underpin the work; the importance of collaboration within and outside Eionet in delivering the work.</p>	20
2	<p><b>Data and information systems</b></p> <p>Sound knowledge of the actual and potential existence, availability and usefulness of data and information relevant to the topic area from Eionet sources, and from other official and non-official sources at (sub)national (including cities), EU and international levels, including sources such as research, citizen science and remote sensing; experience and expertise in supporting the design, management and quality control of data and information systems in the topic area reflecting SEIS principles and Inspire requirements, inter alia exploiting accounting frameworks and data modelling and assimilation techniques.</p>	15
3	<p><b>Assessments</b></p> <p>Experience and expertise in supporting the definition, production, management and use of indicators in the topic area, and in contributing to thematic, sectoral and cross-cutting assessments.</p>	15
4	<p><b>Policy support</b></p> <p>Experience and expertise in providing technical and scientific support to the development and implementation of international, EU or national (and sub-national) policy processes, including contributions to ex-ante and ex-post analysis and case studies of the effectiveness of policies and measures in the topic area.</p>	20
5	<p><b>Collaboration and communication</b></p> <p>Sound approach to collaborating with and providing capacity-building support to Eionet member organisations in member countries; experience and expertise in accessing and working together with relevant expert networks and institutes external to the Eionet, including the scientific world; experience and expertise in preparing and facilitating workshops and similar; good communication skills.</p>	15

No	Award criteria	Max. points
6	<p><b>ETC management</b></p> <p>Sound arrangements for implementing transparent, effective and quality-assured management of the ETC consortium, including financial management. Sound approach to managing different dimensions of the topic area individually and as a coherent whole, and to addressing geographical specificities in the topic area across EEA member countries. Sound environmental policy for the consortium. Adequate level of manpower, resources and output corresponding to the indicative annual budget.</p>	15
Total		100

## 7. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future beneficiaries will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the Framework Partnership Agreement, in particular, those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/about-us/emas>.

Moreover, it is strongly recommended that proposals are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the Terms of Reference (no additional material in paper) and avoiding plastic folders or binders.

## 8. Further information

Submitting a proposal implies acceptance by the *consortium* of all terms and conditions of the standard Framework Partnership Agreement (FPA) and its Annexes.

## 9. Timing

Information briefing: **22 February 2013, 10 am – 1 pm at the EEA premises in Copenhagen: Kongens Nytorv 6, 1050 Copenhagen K**

Deadline for submitting proposals: **30 April 2013**

Opening of proposals: **7 May 2013**

Evaluation of proposals: **From 8 May to 30 May 2013 (indicative dates)**

Following the decision of the EEA Management Board on the designation of the successful consortium (foreseen for 26 June 2013) and prior to signature of the Framework Partnership Agreement (FPA) all consortia will be notified of the outcome of this call.

## 10. Presentation of the proposal

Proposals shall be submitted in accordance with the **double envelopes system**:

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for proposals reference No EEA/ACC/13/002-ETC/CCA
- The call for proposals title “Framework partnership agreement concerning the European Topic Centre on Climate change impacts, vulnerability and adaptation 2014-2018”
- The name of the consortium’s coordinator
- The indication “Proposal – Not to be opened by the internal mail services”
- The address for submission of proposals (as specified in the letter of invitation to submit proposals)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes No 1, 2 and 3, corresponding to the following three sections: Executive summary, Administrative section and technical proposal.

**(a) Envelope No 1 – Executive summary** shall include the following information (max. 10 pages):

- ETC name as indicated in the title of these Terms of reference;
- Full contact details of the partner assuming the role of coordinator of the consortium;
- Name and CV (abstract) of the proposed ETC Manager affiliated with the partner coordinating the consortium;
- Presentation of the core team of the partner coordinating the consortium;
- Full contact details of each other partners of the consortium;
- For each partner, name and CVs (abstract) of key experts expected to contribute at least 100 days/year to the ETC.

**(b) Envelope No 2 – Administrative section** shall include the following information:

- The proposal submission form drawn up in accordance with the template in annex 1
- For each partner, the declaration on exclusion criteria as required under section 6.3 drawn up in accordance with the template in annex 2
- For each partner, the legal entity form as required under section 6.4 (a) drawn up in accordance with the model in annex 3
- For the partner acting as coordinator of the consortium, the financial identification form drawn up in accordance with the template in annex 4
- The evidence and documentation demonstrating the fulfilment of the selection criteria as required under section 6.4 (b) (economic and financial capacity) and 6.4 (c) (technical and professional capacity)

(c) **Envelope No 3 – Technical proposal** shall include the following:

The technical proposal providing all information requested under section 6.5 – Award criteria

Proposal shall be drafted in one of the languages of the EEA member countries, **preferably in English** (supporting evidence does not need to be translated) and submitted in **duplicate** (one original unbound and one copy).

It is important that proposals are presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the proposal.

Consortia shall observe precisely the indications in points 2, 3, 4 and 6 of the letter of invitation to submit a proposal to ensure their proposal is admissible. Late delivery will lead to non-admissibility of the proposal and its rejection from the award procedure. Proposals sent by e-mail or by fax will also be non-admissible and discarded. Envelopes or parcels found opened at the opening session will also lead to non-admissibility of the proposal. Consequently, consortia must ensure that their proposals are packed in such a way to prevent any accidental opening during their mailing.

#### **11. Confidentiality and protection of personal data**

For the processing of this award procedure, the EEA observes the rules set in Regulation (EC) No 45/2001 on the protection of individuals with regards to the processing of personal data by Community institutions and bodies and on the free movement of such data (OJEU L 8/1 of 12.1.2001).

For further detailed information please refer to the privacy statement available on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>.

#### **ANNEXES**

Annex 1 – Proposal submission form

Annex 2 – Declaration exclusion criteria

Annex 3 – Legal entity form

Annex 4 – Financial identification form (only for the partner coordinating the consortium)

Annex 5 – Draft framework partnership agreement and specific agreement

#### **BRIEFING MEETING and further information**

A briefing meeting to provide more background information on the expectations for the ETC and the procedure for submitting a proposal will be organised on 22 February 2013 in Copenhagen. If you are interested, please register by sending an e-mail to [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu). 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: [olivier.cornu@eea.europa.eu](mailto:olivier.cornu@eea.europa.eu) (general questions) or [paul.mcaleavey@eea.europa.eu](mailto:paul.mcaleavey@eea.europa.eu) (technical questions).

All applicants are encouraged to consult the section 'contract opportunities' on the EEA website regularly before the deadline (<http://www.eea.europa.eu/about-us/tenders>).