

## **GRANT APPLICATION FORM**

*All sections of the application form should be completed. Please mention if a section is not applicable.*

**The grant application form should be sent to:**

European Commission  
Directorate-General Maritime Affairs and Fisheries  
Unit Common Fisheries Policy and Aquaculture - J-99, 00/011  
Rue de la Loi, 200  
1049 Brussels – Belgium

**Contact person:**

Ms Martine Aussems  
Tel: 00 32 2 295 74 15  
[Martine.aussems@ec.europa.eu](mailto:Martine.aussems@ec.europa.eu)

**REQUEST FOR AN OPERATING GRANT**

I, the undersigned, **Guus Pastoor**, request from the Commission a grant of EUR **300,000.00** (maximum EUR 300,000.00) under the Framework Partnership agreement signed between the Commission and the **Market Advisory Council** for the period **01/10/2019 – 30/09/2020**.

I hereby declare that the attached information is accurate and in accordance with the facts.

.....

Signature and official stamp of applicant

Name / first name: **Gustaaf Pastoor**

Title of position in the applicant organisation: **President of the MAC**

Place and date: .....

## **1. INFORMATION ON THE APPLICANT**

Any modification to the data given below must be justified and notified to the responsible authorising service before the grant agreement is signed or the related grant decision is notified.

### **1.1 IDENTITY OF THE APPLICANT**

Date on which applicant was founded: **15 March 2016**

Official name in full: **Market Advisory Council**

Short name or acronym: **MAC**

Official legal form: **ASBL**

Company registration number: **0652.757.045**

VAT number: **0652.757.045**

Applicant's official address:

- Street: **Rue de la Science**
- Number: **10**
- Post code: **1000**
- City: **Brussels**
- Country: **Belgium**
- Telephone: **+32(0)2 230 30 70**
- Fax:
- E-mail address: **secretary@marketac.eu**
- Internet site: **www.marketac.eu**

Contact person responsible for this request:

- Name: **Pedro Emanuel dos Reis Santos**
- Position: **Secretary General**
- Telephone: **+32(0)2 234 50 13**
- Fax:
- E-mail address: **secretary@marketac.eu**

## 1.2 BANK DETAILS

**To be completed only if there have been any changes since the last specific agreement.**

The account or sub-account to be used for the action or work programme for which a grant is being requested, must be reserved exclusively for EU funds paid for carrying out the operation being funded.

- Name of the bank: **ING**
- Address of branch: **Rue d'Arlon 26, 1050, Ixelles**
- Precise name of the account holder: **Market Advisory Council**
- Full account number (including bank codes): **BE66363161224043**
- IBAN (or BIC code if not applicable): **BBRUBE33**

## 1.3 APPLICANT'S STRUCTURE AND COMPOSITION

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;
  - Name / first name: **Guustaf Pastoor**
  - Position: **President**
  - Mandate: **3 years**

## 1.4 OTHER EUROPEAN UNION FUNDING

**Please complete only if any other European Union funding is received in addition to grants awarded by the Directorate General for Maritime Affairs and Fisheries.**

1.4.1 European Union grants, procurement contracts or loans obtained directly or indirectly during the last 2 years from a European institution or agency.

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The European Union programme concerned (if applicable):
- Title of the operation:
- The European Union institution which took the award decision:<sup>1</sup>

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<sup>1</sup> Where appropriate, indicate the unit responsible within the institution.

- The year of the award and the duration of the operation:
- The value of the grant, contract or loan:

#### **1.4.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:**

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The European Union programme concerned (if applicable):
- Title of the operation:
- The European Union institution which will take the award decision:<sup>12</sup>
- The planned duration of the operation:
- The estimated value of the grant, contract or loan:

**NB: The applicant is required to inform without delay the Commission department to which this application is submitted of any application for funding made to other Commission departments or European Union institutions or any funding approved by them AFTER submission of this grant application.**

#### **1.5. GRANT APPLIED FOR** (give amounts in euros)

- Estimated total cost of the action or work programme: **341.800 out of which 2000 are for non-eligible costs.**
- Amount of grant requested (EUR): **300.000**
- As a percentage of proposed eligible costs: **87.77%**

## **2. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY EUROPEAN UNION GRANT**

Any contingent amounts made available will be considered as income.

Please provide letters from each donor confirming details of the agreed financial arrangements as proof that other sources of co-financing have been allocated.

A model of "Commitment for allocation of a contribution" is enclosed as Annex 4.

### **2.1 FUNDS CONFIRMED**

List of donors

- 1. ADEPALE – Association des Entreprises de Produits Alimentaires Élaborés**
- 2. AIPCE – European Fish Processors Association**
- 3. ANCIT – Italian Association of Fish Processors**
- 4. ANFACO-CECOPECA**
- 5. ANOP - Association Nationale des Organisations de Producteurs**
- 6. Bundesverband der deutschen Fischindustrie und des Fischgrosshandels e.V.**
- 7. CEP – Federation of National Organisations of Fish Wholesalers, Importers and Exporters of the European Union**
- 8. CEPESCA – Confederación Española de Pesca**
- 9. CONXEMAR**
- 10. COPA-COGECA**
- 11. Danish Fishermen Producers Organisation**
- 12. Danish Pelagic Producers Organisation**
- 13. Danish Seafood Association**
- 14. Danish Society for a Living Sea**
- 15. Dutch Mussel Traders Association**
- 16. EAPO – European Association of Fish Producers Organisations**
- 17. EJF – Environmental Justice Foundation Charitable Trust**
- 18. EMPA/AEPM – European Mollusc Producers' Association**
- 19. ETF – European Transport Workers' Federation**
- 20. EUfishmeal**
- 21. EuroCommerce**
- 22. EUROTHON – Comité Européen Interprofessionnel du Thon Tropical**
- 23. FEAP – Federation of European Aquaculture Producers**
- 24. FECOPESCA – Federación de Cofradías de Pescadores de Cádiz**
- 25. FEDEPESCA – Federación Nacional de Asociaciones Provinciales de Empresarios Detallistas de Pescados y Productos Congelados**
- 26. Federación Provincial de Cofradías de Pescadores de Lugo**
- 27. FEDOPA – Fédération Nationale des Organisations de Producteurs de la Pêche Artisanale**
- 28. FEICOPESCA**
- 29. FNPC – Federación Nacional de Cofradías de Pescadores**
- 30. FRUCOM**
- 31. Irish Fish Processors and Exporters Association**
- 32. Killybegs Fishermen's Organisation**

33. LPDB – Les Pêcheurs de Bretagne(LPDB)
34. MSC – Marine Stewardship Council
35. Oceana
36. OPEGUI - Organización de Productores de Pesca de Bajura de Guipuzcoa
37. OPESCAYA - Organización de Productores de Pesca de Bajura de Vizcaya
38. OPP-03 - Organización de Productores de Buques Congeladores de Merlúcidos, Cefalópodos y Especies Varias
39. OPP-07-LUGO – Organización de Productores Pesqueros de Lugo
40. OPP-72 – Organización de Productores Pesqueros Artesanales Lonja de Conil
41. OPP-80 - Asociación de Armadores Punta del Moral
42. ORPAGU – Organización de Palangregos Guardeses
43. PFA – Pelagic Freezer Trawler Association
44. Puerto de Celeiro
45. Scottish Fishermen's Organisation
46. Unione Italiana Food
47. Visfederatie
48. Visned
49. WWF

## **2.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION**

**Government of Spain**

**Government of Ireland**

**Government of Germany**

**Government of UK - SEAFISH**

**Government of Slovenia**

## **2.3 MEMBERSHIP FEES**

- Amount requested: **200, 300 and 400 depending on the membership. 200 for members of the General Assembly, 300 for members of Working Groups and 400 for members of the Executive Committee. Member States have been invited to contribute with 2000EUR.**
- Number of members: **49 commitments, 55 members.**
- Deadline for payment: **15/11/2019**
- Action taken by the applicant to collect membership fees: **Letters of commitment and confirmation of bank transfers**

## **2.4. CONTRIBUTIONS IN KIND**

- Please explain why the contributions in kind are necessary or appropriate:
- The value calculated for contributions in kind must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the partner free of charge but bear the costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are booked to the third parties' accounts.

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing.

Secondment of staff: The Commission can accept it on the condition that the donor has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which he is established. The applicant should provide documentation (the signed Agreement) on the proportion of the work of the seconded person.



## **V. DECLARATION OF HONOUR BY THE APPLICANT**

The undersigned, **Gustaaf Pastoor** representing the following legal person:

Full official name: **Market Advisory Council**

Official legal form: **Market Advisory Council ASBL**

Full official address: **Rue de la Science 10, 1000, Bruxelles, Belgique**

VAT registration number:

authorised to represent the applicant organisation, hereby requests from the Commission a grant of EUR **300,000.00** with a view to implementing the action/work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that the applicant organisation has not received or applied for any other Union funding to carry out the action/work programme that is the subject of this grant application.

I certify that the applicant organisation is not in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicant:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) has not been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
  - c) has not been guilty of grave professional misconduct proven by any means which the Commission can justify including by decisions of the European Investment Bank and international organisations;
  - d) is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the action/work programme is to be implemented;
  - e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
  - f) is not subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another grant award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.
- declare that the natural persons with power of representation, decision-making or control over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;
- declare that the applicant organisation:
- g) have no conflict of interests in connection with the grant; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
  - h) will inform the Commission, without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;
  - i) have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the grant;

j) provided accurate, sincere and complete information within the context of this grant award procedure.

In case of award of grant, the following evidence shall be provided *upon request* and within the time limit set by the Commission:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the applicant is a legal person and the national legislation of the country in which the applicant is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the applicant .

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the applicant is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided *only upon request* by the Commission .

I declare that the applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicants have the financial and operational capacity to carry out the proposed action/work programme.

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded a grant, the applicants accept the general conditions as laid down in the grant agreement decision publicly available.

Last name, first name: **Pastoor, Gustaaf**

Title or position in the consortium: **President of the MAC**

Signature and official stamp of the applicant:

Date:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of

such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the European Commission. Details concerning the processing of your personal data are available on the privacy statement at the page: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE) )

**Annexes:** Annex 1. Work programme

Annex 2. Estimated budget for a grant

Annex 3. Contracts for implementing the action

Annex 4. Commitment for allocation of a contribution

Annex 5. Check-List for applicants

# MARKET ADVISORY COUNCIL

## Work Programme Year 4

*1 October 2010 - 30 September 2020*

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## Contents

Introduction.....	14
Vision.....	14
Objectives.....	15
MAC priorities and deliverables for Year 4.....	24
Operational structure .....	27
Other matters .....	31
Annex I .....	33

## Introduction

The Market Advisory Council (MAC) is a stakeholder-led organisation created in 2016 under the legal form of a non-profit organisation based in Brussels and co-funded by the European Commission.

The MAC is made up of 55 European and national organisations from 11 Member States representing the whole value chain. Members include organisations from the catching and aquaculture sector, processors, trade unions and environmental organisations among others.

The MAC provides evidence-based advice to the European Commission and the Member States in relation to various issues regarding the markets of fishery and aquaculture products. Its main goal is to achieve a better understanding of the markets for aquaculture and fishery products facilitating a better implementation of the Common Fisheries Policy and common organisation of the market.

The MAC is unique among Advisory Councils in that it is a horizontal body, covering activities across the entire supply chain, from primary production (of both capture and farmed fish) through processing, marketing and trading, to retail and consumption, including food safety, consumer information and other relevant regulatory issues. Its membership reflects this broad spectrum of interests, including those of non-industry stakeholders.

In its fourth year of operation, which runs from 1 October 2019 to 30 September 2020, the MAC wishes to apply for grant-aid from the EU Commission, in accordance with the relevant provisions in force.

[www.marketac.eu](http://www.marketac.eu)

## Vision

Over the past 50 years, annual global consumption of seafood products per capita has more than doubled, from almost 10 kg in 1960 to over 20 kg in 2014. Seafood protein represents an essential nutritional component in many countries, especially where total protein intake levels are low. In 2013, seafood provided more than 3.1 billion people with at least 20 % of their intake of animal protein (source: FAO, The State of World Fisheries and Aquaculture 2016. Contributing to food security and nutrition for all. FAO, Rome. 200 pp.). Thus, capture fisheries, aquaculture and related industries make vital contributions to food security as a direct source of protein, micronutrients and indispensable fatty acids, but also indirectly via employment.

Responsibly and sustainably managed seafood can contribute to food security. Seafood is unique among food sources. It is inherently renewable, if properly managed, low impact and is good for the human health.

## Objectives

The value of the MAC is having the opportunity to have full, frank, open and respectful discussions among all the industries and stakeholders concerned – from the sea to the consumers' plate. This can lead to a better understanding of markets and facilitate the implementation of the Common Fisheries Policy.

The specific objectives of the MAC include from upgrading market incentives to support sustainable production practices to supporting better governance, reduction of administrative burden and simplification of the legal framework, passing by enhancing the market potential of EU products and ensuring a level playing field for operators.

### Main objectives

- 1. Ensuring the collective voice of all stakeholders in the value chain is heard with regards to market issues both by responding to Commission's request for advice and by identifying new other areas that members of the MAC consider necessary to address**

The principal aim of the Market Advisory Council for Fishery and Aquaculture Products is to bring together European stakeholders (including primary producers - catch sector and aquaculture - traders, exporters, importers to/from third countries, processors, wholesalers, distributors, retailers, environmental or development non-governmental organisations, consumer organisations and any other interest group affected by the CFP) in order to allow for a transparent and representative dialogue in submitting recommendations and suggestions to the Commission and to the Member States in market-related issues. The cross-sectorial nature of the MAC provides a unique platform for stakeholders to share views and expertise to inform evidence-based policy making.

- 2. Contributing to achieve a better understanding of the markets for aquaculture and fishery products**

Broadly speaking, the MAC will direct its work to help the Commission and Member States to achieve a better understanding of the markets for aquaculture and fishery products. The MAC will assist in this respect in the promotion of a more coherent common organisation of the markets, a better image of seafood products and an increased consumption of healthy food products by EU citizens.

- 3. Facilitating implementation of the CFP**

Ultimately, the advice produced by the MAC will be directed by the objectives of the Common Fisheries Policy and in particular its provisions relating to the Common Market Organisation. But this should not preclude the possibility of issuing recommendations on the basis of any other legal instruments that touch upon market-related issues. The MAC

intends to assist the Commission and policy-makers to effectively implement the CFP and the CMO by issuing recommendations and opinions in respect of the non-exhaustive list of topics described in detail below.

## Specific objectives

The specific objectives of the MAC are, among others, to contribute to / provide advice on:

- Upgrading market incentives to support sustainable production practices;
- Improving the market position of EU production, including ensuring level playing field conditions for all products marketed in the Union;
- Improving the connection between EU production and EU structural market changes and short term fluctuations should be better reflected in producers' strategies;
- Enhancing the market potential of EU products;
- Providing more precise and reliable information to consumers;
- Providing healthy food products to consumers;
- Supporting better governance, reduction of administrative burden and simplification of the legal framework.

The MAC would look at all these issues at medium-term, so that it is able to provide timely advice in the context of the review of the Common Markets Organisation review, at the same time of the reform of the Common Fisheries Policy. More specifically, the following table aims at categorising the MAC contribution at medium-term.



## Specific objectives

Analyses in view of the CMO reform in 2013 led to identify main problem areas, which may be summarized as follows:	In this context the proposal for a reform of the CMO focused on the following objectives:	CMO Regulation 2013	Article 35 of the basic CFP basic Regulation of 2013 - Objectives of the CMO:	Fields on which the MAC should reflect on in medium term
EU Common Market Organisation did not sufficiently contribute to <b>sustainable production</b> : while many EU fisheries are not exploited in a sustainable way, until recently, there were very limited market premiums for sustainable practices or no market sanctions for potential or real unsustainable practices. The current policy has insufficiently provided the right policy signals.	Upgrading market <b>incentives to support sustainable production</b> practices: EU producers (fisheries and aquaculture) within Producers Organisations are on the coal face of production, day to day resource management and market issues. Their role, responsibility and mandate need to be reviewed in line with the objectives of the reform of the CFP in order to direct production activities towards sustainability. Other operators upstream in the sector should also be targeted so as to become more committed and responsible for sustainability of their sourcing.	(7) Producer organisations are the key to achieving the objectives of the CFP and of the CMO. It is therefore necessary to enhance their responsibilities and to provide the necessary financial support to allow them to play a more meaningful role in the day-to-day management of fisheries, whilst respecting the framework defined by objectives of the CFP. It is also necessary to ensure that their members carry out fishing and aquaculture activities in a <b>sustainable</b> manner, improve the placing on the market of products, collect information on aquaculture and improve their incomes.	(a) contribute to the achievement of the <i>[objectives of the CFP]</i> , and in particular to the <b>sustainable exploitation</b> of living marine biological resources;  (b) enable the fishery and aquaculture industry to apply the CFP at the appropriate level;  The common market organisation shall include, in particular: (b) the <b>production and marketing plans</b> of fishery and aquaculture producer organisations;	Have the Producers' Organisations been given the necessary <b>incentives</b> to accomplish their tasks and to enhance sustainability?  Do these organisations get the necessary <b>financial support</b> ?  Did we see the creation of <b>inter-branch</b> organisations or of organisations at <b>transnational</b> level and, if this was not a frank success, what are the reasons?  The <b>production and marketing plans</b> are indispensable tools. However there is no clear mention in the Commission proposal or the European Parliament report of their

		<p><b>Inter-branch</b> organisations consisting of different categories of operators in the fishery and aquaculture sector have the potential to help improve the coordination of marketing activities along the supply chain and to develop measures of interest for the whole sector.</p> <p>(12) As fish stocks are shared resources, their sustainable and efficient exploitation can, in certain instances, be better achieved by organisations composed of members from different Member States and different regions. Therefore, it is also necessary to encourage the possibility of setting up <b>producer organisations and associations</b> of producer organisations at national or <b>transnational</b> level based, where appropriate, on biogeographical regions.</p> <p>(14) In order to be able to steer their members towards sustainable fishery</p>		support being strategically important.
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		and aquaculture activities, producer organisations should prepare and submit to the competent authorities of their Member States a <b>production and marketing plan</b> containing the measures necessary for them to fulfil their objectives.		
The <b>market position</b> of EU production has worsened: EU producers are facing limited or decreased production opportunities (fisheries and aquaculture). In addition the production side is fragmented due to the number of species, landing and selling sites, whereas the demand side is strongly concentrated. EU production also lacks competitiveness in an increasingly globalised market.	<b>Improving the market position</b> of EU production: Addressing market imperfections, high information and transaction costs, as well as organisational matters, leads to focus on production activities (grouping supply and better marketing at first sale), increase competitiveness of EU production (quality, innovation and added value), reinforce bargaining power of producers and ensure <b>level playing field</b> conditions for all products marketed in the Union.	(4) The provisions of the CMO should be implemented in compliance with the international commitments of the Union (...). When trading in fishery and aquaculture products with third countries, the conditions for <b>fair competition</b> should be ensured, in particular through respect for sustainability and the application of <b>social standards</b> equivalent to those which apply to Union products.  (18) The establishment and application of <b>common marketing standards</b> should enable the market to be supplied with sustainable	(c) strengthen the <b>competitiveness</b> of the Union fishery and aquaculture industry, in particular producers;  (d) improve the <b>transparency</b> and <b>stability</b> of the markets, in particular as regards economic knowledge and understanding of the Union markets for fishery and aquaculture products along the supply chain, ensure that the distribution of added value along the sector's supply chain is more balanced;  (e) contribute to ensuring a <b>level-playing field</b> for all products marketed in the	Did the CMO measures and tools contributed to strengthen the <b>competitiveness</b> of the EU fishery and aquaculture industries?  The fisheries' sector competitiveness is hampered by the fact that certain big fishing fleets still operate unsustainably, are practicing IUU fishing and produce low-cost products with low social and environmental standards.  The aquaculture industry stagnates, despite efforts by the EU to boost its sustainable development. Problems are not only low-cost imports but also

		<p>products and the full potential of the internal market in fishery and aquaculture products to be realised, and should facilitate marketing activities based on fair competition, thereby helping to improve the profitability of production. To that end, the existing marketing standards should continue to apply.</p> <p>(19) It is necessary to ensure that <b>imported</b> products entering the Union market comply with the <b>same requirements</b> and marketing standards that Union producers have to comply with.</p> <p>(20) In order to guarantee a high level of protection of <b>human health</b>, fishery and aquaculture products placed on the Union market, regardless of their origin, should comply with applicable rules on food safety and hygiene.</p>	<p>Union by promoting <b>sustainable exploitation</b> of fisheries resources;</p> <p>(f) contribute to ensuring that consumers have a diverse <b>supply</b> of fishery and aquaculture products;</p> <p>The common market organisation shall include, in particular:</p> <p>(c) <b>common marketing standards</b>;</p>	<p>national heavy bureaucracy, negative image vis-à-vis to the consumer etc.</p> <p>The same for the processing industry, it struggles to remain competitive.</p> <p>The lack of level-playing field, notably because of existing inequalities with regard to social and environmental standards, leads to lack of competitiveness for the EU industries.</p> <p>Everybody can understand and agree that the EU should pursue its leadership in international fora, bilateral or multilateral fisheries or trade agreements and policy to export its high sustainability standards. However, unsustainable products continue to be commercialised and this creates frustration in the EU industries, which leads to mistrust to public authorities and to the national and EU legislator.</p>
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		(26) It is necessary to improve the gathering, processing and disseminating of <b>economic information on the markets</b> in fishery and aquaculture products in the Union.		How can we ensure a <b>level-playing field</b> to EU operators? An inventory of situations of uneven playing field could be elaborated (this is the task of the current Focus Group on level playing field), to be further addressed.
We have been unable to anticipate or manage <b>market fluctuations</b> : Fishing, more than other food production sector, is characterised by uncertainty with regard to production conditions and access. Nevertheless EU supply lacks predictability in terms of volume and quality requested by the demand side. Conversely EU producers to a large extent do not anticipate market demand in their production planning. This leads to a high volatility of first sale prices.	Improving the connection between EU production and EU structural market changes and short term <b>fluctuations should be better reflected in producers' strategies</b> . This supports the development of market knowledge and analysis on the demand side and on competing supplies. Increasing transparency along the marketing chain of markets should facilitate supply meeting demand and enhance policy decision making. The volatility of first sale prices can be reduced by improving conditions for placing POs' products on the market and by ensuring that production is planned and adjusted to demand in	(16) The unpredictability of fishing activities makes it appropriate to set up a mechanism for <b>storing</b> fishery products for human consumption with a view to fostering greater <b>market stability</b> and increasing the return on products, in particular by creating added value. That mechanism should contribute to the stabilisation and convergence of local markets in the Union with a view to achieving the objectives of the internal market.	The common market organisation shall include, in particular: (a) the organisation of the industry including <b>market stabilization measures</b> ;	During the last reform of the CMO in 2013, the intervention mechanisms were replaced by a sole measure: storage aid. However, the continuity of this aid in the future EMFF is very uncertain. The Commission's intentions are clear: it didn't include this in its proposal. The EP supports the granting of storage aid.  Yet, fishing is a seasonal activity and its yields can be uncertain; sometimes surpassing market needs. It is therefore necessary for operators to be able to manage surpluses of production by storing part of the production before

	terms of quality, quantity and presentation.			<p>putting it back for sale when captures decrease. To achieve this, the EMFF must continue to support producer organisations in need for a temporary storage mechanism for fishery products intended for human consumption.</p> <p>What is the future of storage aid?</p>
The European <b>market potential</b> is largely untapped: increasing consumption throughout the EU offers tangible economic opportunities for EU producers. But information and transactions costs are high along the marketing chain.	<b>Enhancing the market potential</b> of EU products: The functioning of the internal market for fisheries and aquaculture products is suboptimal in particular due to information failure. The comparative advantages of EU production (freshness, local, variety etc.) could be better exploited with more differentiation and merchandising.	(6) In order for the CMO to be a success, it is essential that <b>consumers are informed</b> , through marketing and educational campaigns, of the value of eating fish and the wide variety of species available (...).	The common market organisation shall include, in particular: (d) <b>consumer information</b> ;	<p>The comparative advantages of EU production (high environmental and social sustainability, freshness, local, variety etc.) should be better exploited.</p> <p>How can the EU better contribute in consumers' information?</p>
From a consumer perspective, limited <b>information</b> provided do not allow to make an informed and responsible choice.	In addition EU consumers have the right to be <b>informed</b> with more precise and reliable information to reinforce confidence in fishery and aquaculture products.	(6) In order for the CMO to be a success, it is essential that <b>consumers</b> (...) understanding the information contained on <b>labels</b> .	(d) (...) improve <b>consumer information</b> and raise awareness, by means of notification and labelling that provides comprehensible information;	According to the rules on labelling, specific information must accompany fresh, frozen, smoked, salted, dried products or products in brine. These include, for

		<p>(21) In order to enable consumers to make informed choices, it is necessary for them to be provided with clear and comprehensive <b>information</b> on, inter alia, the origin and the method of production of the products.</p> <p>(22) The use of an <b>eco-label</b> for fishery and aquaculture products, whether or not they originate from inside or outside the Union, offers the possibility of providing clear information on the ecological sustainability of such products.</p>	<p>(g) provide the consumer with verifiable and accurate information regarding the origin of the product and its mode of production, in particular through marking and <b>labelling</b>.</p>	<p>example, information on the name and species of the product, the best before or use by date, and the fishing gear used to catch the fish. On top of this mandatory information, products can bear voluntary information, such as the date of catch and the country of origin of the fishery product.</p> <p>Are the labelling rules efficient / fit for purpose?</p>
Implementation of the Common Market Organisation is being held down by a cumbersome, overly <b>complex framework</b> .	Supporting better <b>governance</b> , reduction of <b>administrative burden</b> and <b>simplification</b> of the legal framework: The existing provisions and instruments should be reviewed, simplified and clarified. The Common Market Organisation should be supported in the context of a new financial fund to be implemented within the reformed CFP.	(5) It is important that the management of the CMO be guided by the principles of <b>good governance</b> of the CFP.		<p>Did the review of the CMO in 2013 brought better governance, reduction of administrative burden and simplification of the legal framework?</p> <p>How can this be further improved?</p>

## **MAC priorities and deliverables for Year 4**

### **Marketing Standards**

The current marketing standards cover some fresh and chilled products, preserved tuna and bonito and preserved sardines and sardine-like products and are mandatory requirements along the supply chain (between producers, retailers and potential intermediaries).

The MAC stresses the importance of a level playing field for the procurement of the EU market, which should only be supplied with legal and sustainable products. In that context, it aims to examine the relevance, effectiveness, efficiency, coherence and the EU added value of the current marketing standards for fishery products, to provide advice on the functioning and coverage of current standards and to identify any scope for rationalisation or improvement.

The MAC has already delivered its advice for marketing standards for fresh products; it will continue carrying out its work for processed products.

Timeline: before the end of the year 2019.

### **Future Funding Priorities for EMFF**

The EMFF programme is the principal means of providing publicly funded financial support for the industry as a whole. During its Year 1 work, the MAC has made several observations relating to problems in accessing existing measures and to the need for greater coherence and consistency in their application, while recognising that this is in part due to decisions by individual Member States within the frameworks laid down. In this regard, the MAC forwarded the Commission its advice in March 2018. The MAC will keep following up on this critical matter actively engaging in discussions with a view to providing advice to the Commission and Member States during the upcoming Inter-institutional negotiations.

Timeline: during the whole year 4.

### **Revision of Control Regulation**

The Control Regulation impacts across the market procurement chain as a whole. The MAC supports Commission's broad review objectives of simplification and increased effectiveness, and the mitigation of differential levels of implementation between Member States. This is of particular concern in relation to market control and traceability. The MAC will keep examining ways in which existing arrangements might be improved, in particular in relation to the inter-action between the Control Regulation, the operation of the CMO and food law and labelling in the Food Information for Consumers Regulation. As it happens with the EMFF, the MAC will follow up on the Control Regulation and will aim at providing any support or advice to the Commission and Member States during the inter-



Institutional negotiations, keeping in mind the importance of simplification and easy implementation by stakeholders, and easy / effective control by the authorities.

Timeline: during the whole year 4.

### **Certification schemes**

The MAC is aware that the role of third party certification schemes is a continuing subject of interest in many fora. Although no formal proposals are currently in prospect, following consideration of the report prepared by the Commission in pursuance of Art 36 of Regulation 1379/2013, the MAC is open to further discussion of the impact of existing schemes, both in business to business transactions and in relation to final consumers. A first discussion took place in May 2018. The Commission kindly provided documents and studies to facilitate discussions. A Focus Group will be established in order to address the issue.

Timeline (estimation): February 2020 – April 2020.

### **Trade Agreements**

The EU market is heavily dependent on imported supplies to meet consumer demand. As part of its work to improve understanding of consumption trends and price developments, the MAC will continue to monitor and offer advice on both offensive and defensive opportunities in relation to the various ongoing EU negotiations with third countries on possible new free trade deals. Understanding the interest other ACs have in providing input in this regard, representatives of other ACs (namely the Long Distance AC) will be invited to actively participate in MAC meetings.

### **Level Playing Field**

The MAC is currently exploring possible standards, rules or practices that may distort the level playing field, both at EU level (with a special emphasis in aquaculture) and with regards to products imported from third countries. The MAC intends to provide an overview of the different regulations applicable to the European fisheries sector, European aquaculture sector and third country imports, which will be accompanied of several case studies.

Timeline (estimation): February 2020 – April 2020.

### **IUU Regulation**

The MAC has already issued advice in Year 1 (jointly with the LDAC and MEDAC) on the need for modernisation and improvement of the IUU Regulation, in particular in relation to the development of an electronic catch certification system. There is clearly a potential link between this and the possible development of a fully digitalised traceability system for

fishery products in general. The MAC will therefore consider the need for further advice taking account of the review of the Control Regulation (still not adopted) and progress with the implementation of the landing obligation which also has implications for catch recording and traceability.

Timeline: advice to be produced in the second half of Year 4.

## **Plastics**

Understanding the urgent need to tackle the environmental problems that today cast a long shadow over the production, use and consumption of plastics, the MAC will organise a full-day event on Plastics under Working Group 3 to explore ways in which it can contribute to finding solutions. The work done under the Working Group is aimed at producing an advice, in light of the Plastic Waste Strategy of the European Commission, taking into account the different sectors along the supply chain affected by the presence of plastics.

Timeline: advice to be produced in the second half of Year 4.

## **Brexit and implications for the market**

When the United Kingdom joined the EU in 1973, there was general agreement that the new legal framework for fisheries should reflect the historical practice and principles, such as mutual access to fishing grounds and joint stocks management. In turn, the United Kingdom seafood production relies heavily on export (80%) and on average 75% of its export is destined for the EU 27 market. In this context, the United Kingdom has enjoyed free and unrestricted access to the European market. This has worked well, both for the UK and for the EU. The Brexit will disrupt this status quo.

The MAC would analyse the various scenarios of Brexit and its repercussions.

Timeline: advice to be produced in the second half of Year 4.

## **Landing obligation and implications for the market**

There are aspects of the landing obligation which is of the MAC's interest. For example, producer organisations have among their tasks the duty to help their members find adequate outlets for catches of undersized fish, without promoting the creation of a market for undersized fish. On the other hand, Member States also have the obligation to assist fishermen by facilitating storage of undersize fish and finding possible outlets.

The MAC would reflect on how to convey the right message to the market, to buyers and the public about the unwanted catches. Possibilities in the market are very few: there are not a lot of buyers for unwanted catches, so there are no incentives (essentially economic) for fishers.

Timeline: advice to be produced in the second half of Year 4.

## Other Work

In addition to the above, each of the 3 Working Groups will keep under review the specific areas of interest for which it is responsible, responding as appropriate to ad hoc Commission requests for advice.

## Operational structure

Many of the issues the MAC needs to address have an horizontal nature, impacting on more than one part of the chain and involving several different players. Experience of operation in previous years has shown the need for a flexible and responsive structure to meet the challenges involved. It has been decided that the best way of achieving this is through a tripartite Working Group structure reporting to an Executive Committee which is responsible for the delivery of formal advice reflecting Working Group recommendations. The flexibility in the organisation of the work under the MAC has allowed the organisation of joint Working Groups to tackle those issues under the remit of several Working Groups. In order to facilitate the drafting of advices and have a tangible product to present to the Working Groups, the MAC has also constituted several Focus Groups entrusted with the preparation of papers.

The MAC normally covers expenditure related to the organisation of meetings. As the MAC is established in Brussels, meetings normally take place in Brussels. This is the most convenient location for the majority of the stakeholders and for the Secretariat in liaising with meeting venues, interpreters, catering and logistics related to events.

The operational hierarchy of the MAC is organised in the following structure:

### 1. General Assembly

All members are invited to participate in the General Assembly, which takes place at least once a year. The General Assembly is updated by the Chairs of the MAC and Working Groups on the decisions taken and advices adopted and are entrusted with the adoption of the budgets, work programme, election of chairs of the MAC and Working Groups, among other tasks reflected in the Statutes.

### 2. Executive Committee

All decisions relating to the MAC are made by an Executive Committee with a maximum of 25 members (i.e. 15 fishing industry, and 10 other interest groups) reflecting the 60/40 balance required. Year 2 welcomed EJF as part of the Executive Committee, which now consists of 15 members of the industry and 7 NGOs and other interest groups, leaving 3 seats in the 40% vacant.

Meetings of the Executive Committee take place at least twice a year. The Executive Committee addresses policy issues, debates the input from Working

Groups, proposes the budget and annual programme of the AC and the annual report and any other task entrusted by the Statutes.

### 3. Management group

The management group is comprised of the Chairs and Vice-Chairs of the MAC, Chairs of the Working Groups and rapporteurs of Working Groups. They meet whenever is needed to discuss informally the functioning of the MAC and to exchange views on the implementation of the work programme.

### 4. Working Groups

The Working Groups implement the work programme within the limits of their competencies, established annually by the Executive Committee. Additional Working Groups may be created as required in the future. Working Groups adopt proposals of opinions, advices and papers to be endorsed by the Executive Committee.

Working Groups are held over a period of normally 2 days in order to ensure an efficient use of the budgetary resources. Meetings of the Working Groups take place at least 3 times a year.

The following is an indicative allocation of responsibilities between the 3 Working Groups. The list of items is merely indicative of the scope of the three Working Groups constituted, a graphic representation of the matters that are addressed or may be addressed in each Working Group. The non-exhaustive list of items is intended as a guide to the organisation of work, rather than itself constituting a formal programme of activity for the year ahead.

#### Working Group 1: EU Production

- Common Market Organisation: producers & interbranch organizations, marketing and planning, stabilisation of markets
- European Maritime and Fisheries Fund (2014-2020) and future funding priorities for the next period
- Evaluation of first sale
- Economic viability of the fleet – collaboration with STECF
- Evaluation and revision of Marketing Standards on sizes and freshness (Council Regulation (EC) No 2406/96)
- Implications of the EU Control Regulation on EU Production

#### Working Group 2: EU Market

- Supply (annual status and trends)

- Trade with third countries: Community Custom Code, General System of Preferences (GSP), Free Trade Agreements, Economic Partnership Agreements, World Trade Organisation
- Monitoring of community imports and tariff situation; tariff suspensions and tariff quotas for fishery and aquaculture products with the aim of providing advice or input if necessary
- Monitoring and assessment of unfair/disloyal practices in 3rd countries
- Assisting responsible institutions and Member States, when needed, to develop programmes or activities of promotion of social, employment and environmental aspects of the international trade in fishery and aquaculture products; campaigns directed to increase the consumption of fish and aquaculture products as healthy and sustainable food.
- Price developments 'from sea to table' (from the fisherman / aquaculture producer to the consumer) with the aim of providing advice or input as necessary
- Studying market efficiency and diversity in the Member States; contributing to a better and more efficient / cost effective EUMOFA
- Understanding the dynamics and drivers of the market throughout the whole chain
  - Analysing market trends and consumer behaviours, with the aim of providing evidence to inform policy development and the work of others in relation to: responsible sourcing and processing
  - open and useful / efficient consumer information
  - explaining and justifying the health benefits of eating seafood, including benefit / risk analyses when appropriate
  - improving standards across supply chains
- Implications of IUU fishing in EU market
- Implications of the Control Regulation in EU market
- Annual Report on Economic Performance of the EU Fish Processing Industry Sector & EU Aquaculture sector - collaboration with STECF

#### Working Group 3: EU control and sanitary issues, consumer rules

- Consumer information
- Proper functioning of article 35-38 about consumer information of regulation 1379/2013 on the common organization of the markets in fishery and aquaculture products in all member States

- Labelling issues
- Voluntary information on fish and aquaculture products
- Traceability in seafood products
- Implementation of IUU Regulation-issues other than tackled by WG2
- Plastic in the oceans : from macro plastic to micro plastics – European plastic strategy
- Dual quality food
- Certification schemes

## 5. Focus Groups

The MAC has decided to establish small groups to prepare drafts on different topics. The items included in those drafts reflect discussions held in first instance in the relevant Working Group without the possibility of going beyond. These are in charge of reflecting and addressing all points of view. The drafts prepared within a Focus Group are put forward for adoption in the corresponding Working Group.

The Focus Groups that have been established during Year 3 and will continue to do the necessary to get their drafts adopted are:

### A. Focus Group on Marketing Standards

The draft prepared under this FG was adopted. The WG will remain inactive, unless there are any proposals or requests for advice from the European Commission.

### B. Focus Group on Level Playing Field

This FG, created upon initiative of the MAC, will continue the work started in Year 2.

### C. Focus Group on Consumer Information

At the February 2019 WG meeting, a FG was established under WG3 on consumer information. The advice to be produced in this FG aims to:

- a) highlight the relevant legislation,
- b) give an overview over consumer behaviour and how information on fishery and aquaculture products is perceived,
- c) review the current labelling for consumers,
- d) discuss differences in labelling as regards fresh and processed products,
- e) give examples and address interoperability questions and
- f) make recommendations to the Commission.

Additionally, two workshops will be organised during the first half of year 4 to deal with plastics and certification schemes.

Other FGs may be created during Year 4 if needed.

An indicative schedule of meetings can be found in **Annex I**.

## Other matters

- The MAC will continue its work with regards to the discussions opened by the NWWAC in 2017 with regards to the role, composition and functioning of the ACs, which refer specifically to the Brexit scenario. The MAC was present in the first meeting in this regard, held in Dublin in 2017, and in one organised by the PELAC in April 2018 in The Hague. A representation of the MAC, comprised of the Chair of the council and the Secretariat, will attend the next meeting scheduled, held in Madrid and organised by the LDAC, and any further subsequent ones.

The MAC started the process of developing a common advice on this regard. The MAC agrees with UK participating in the ACs during the interim period and leaves the door open for third countries to participate in the MAC afterwards.

- In preparation for the elections in 2020, the last months of Year 3 (autumn 2019) will see a review of the Chairmanships and work done so far within the Executive Committee. Actions will be taken in order to call candidates and organise transparent and fair elections in January 2020.
- Given the success of the event organised in collaboration with the European Commission on Production and Marketing Plans, and since the MAC is in an ideal situation as it represents the whole supply chain across the whole geographical area of the EU, the MAC would like to explore the possibility of organising another major event in an issue of relevance for the MAC.

This event would ideally address consumer matters, as a way to come closer to the general consumer public. The MAC regrets the lack of consumer organisations within its structure.

- The MAC will continue the distribution of the Guidelines on PMPs. In this respect, an event will be organised with Member States to present the publication.



## Annex I

### MAC Meetings

The information presented below is indicative of MAC meetings in Year 4. Focus Groups will take place when needed, as well as management meetings.

All dates are subject to change, and will be directed by the requirements of the Commission and proposals originating from MAC members.

Meeting type	Estimated date	Location
Working Group 2	November 2019	Brussels
Working Group 3	November 2019	Brussels
Working Group 1	November 2019	Brussels
Workshop on Plastics	Winter 2019	Brussels
Workshop on Eco Labels	Spring 2019	Brussels
General Assembly	January 2020	Brussels
Executive Committee	January 2020	Brussels
Working Group 1	January 2020	Brussels
Working Group 2	January 2020	Brussels
Working Group 3	January 2020	Brussels
Working Group 1	May 2020	Brussels
Working Group 2	May 2020	Brussels
Working Group 3	May 2020	Brussels
Executive Committee	May 2020	Brussels

For further information please contact [secretary@marketac.eu](mailto:secretary@marketac.eu)

**ANNEX 2**  
**ESTIMATED BUDGET**

estimated operating budget MAC					
PERIOD : 01/10/2019-30/09/2020		Budget for 1 year (in euros)			
	Non-eligible		Eligible		Total budget
<b>A. STAFF (details in annex)</b>					
A1.1. Salaries (including salary related charges)			125 053,48		125 053,48
A1.2. Staff expenses (to specify if any)			-		-
<b>Sub-total A</b>			<b>125 053,48</b>		<b>125 053,48</b>
<b>B. PARTICIPATION IN MEETINGS (details in annex)</b>					
B1.1. Travel costs AC members			53 900,00		53 900,00
B1.2. Subsistence costs AC members			28 416,00		28 416,00
B1.3. Travel costs Staff	1 000,00		1 084,00		2 084,00
B1.4. Subsistence costs-staff	1 000,00		-		1 000,00
B1.5. Travel costs scientific Experts			1 050,00		1 050,00
B1.6. Substistence costs scientific Experts			576,00		576,00
B1.7. Other costs (to specify if any)			-		-
<b>Sub-total B</b>	<b>2 000,00</b>		<b>85 026,00</b>		<b>87 026,00</b>
<b>C. INFORMATION &amp; PREPARATION OF MEETINGS (details in annex)</b>					
<b>C1. Preparation of meetings</b>					
C1.1. Rental costs (rooms, equipment)			22 550,00		22 550,00
C1.2. Meetings expenses (coffee, lunch...)			11 250,00		11 250,00
<b>Sub-total C1</b>			<b>33 800,00</b>		<b>33 800,00</b>
<b>C2. Information and dissemination costs</b>					
C2.1. Publication costs			-		-
C2.2. Dissemination costs			728,19		728,19
<b>Sub-total C2</b>			<b>728,19</b>		<b>728,19</b>
<b>Sub-total C</b>	-		<b>34 528,19</b>		<b>34 528,19</b>

D. OPERATING COSTS (details in annex)					
D1. Rental of office space			6 098,40		6 098,40
D2. Data Processing					
D2.1. Data processing equipment			1 161,60		1 161,60
D2.2. Software			738,15		738,15
D2.3. Hardware maintenance			360,30		360,30
<b>Sub-total D2</b>			<b>2 260,05</b>		<b>2 260,05</b>
D3. Overheads					
D3.1. Office equipment			1 742,40		1 742,40
D3.2. Phone/fax/internet			2 119,92		2 119,92
D3.3. Supplies/consumables			1 452,00		1 452,00
D3.4. Mail			1 800,00		1 800,00
D3.5. Other costs (Cleaning, Bank charges, Insurance...)			1 398,60		1 398,60
<b>Sub-total D3</b>		-	<b>8 512,92</b>		<b>8 512,92</b>
<b>Sub-total D</b>		-	<b>16 871,37</b>		<b>16 871,37</b>

E. INTERPRETATION and TRANSLATION (details in annex)					
E1. Interpretation					
E1.1. Interpreters			37 800,00		37 800,00
E1.2. Travel and subsistence			-		-
E1.3. Technician			-		-
E1.4. Equipment			2 190,00		2 190,00
E1.5. Other (please specify)			-		-
<b>Sub-total E1</b>			<b>39 990,00</b>		<b>39 990,00</b>
E2. Translation			16 100,00		16 100,00
<b>Sub-total E</b>			<b>56 090,00</b>		<b>56 090,00</b>

F. OTHER CONTRACTS (details in annex)					
F1. Rapporteur			-		-
F.2. Chair (GA and ExCom)			-		-
F.3. Chair (Working Groups)			-		-
F.4. Audit			2 420,00		2 420,00
F.5. Scientific consultants			-		-

F.6. Other (Accountability services)		3 630,00	3 630,00
<b>Sub-total F</b>		<b>6 050,00</b>	<b>6 050,00</b>
<b>G. 5% RESERVE OF THE DIRECT ELIGIBLE COSTS FOR UNFORSEEN ITEMS</b>		<b>16 180,95</b>	<b>16 180,95</b>
<b>H. Deficit of previous years [period]</b>			
<b>GRAND TOTAL</b>	<b>2 000,00</b>	<b>339 800,00</b>	<b>341 800,00</b>

RESOURCES			Non-eligible	Eligible	Total
<b>1. Budgeted public contribution (€)</b>					
<b>National level</b>					
Financial contribution: member states				8 500,00	8 500,00
Secondment of staff					0,00
<b>Regional level</b>					0,00
Financial contribution					0,00
Secondment of staff					0,00
<b>Local level</b>					0,00
Financial contribution					0,00
Secondment of staff					0,00
<b>Sub-total 1:</b>				8 500,00	8 500,00
<b>2. Commission's contribution applied for</b>			2 000,00	300 000,00	302 000,00
<b>3. Other resources</b>					
Membership fees:	nr.	Amount			
General Assembly	49	200,00		9 800,00	9 800,00
Executive Committee	17	400,00		6 800,00	6 800,00
Working Group members	49	300,00		14 700,00	14 700,00
Contribution of donor [Name]					

Contribution of [Name] to cover deficit of [period]			
<b>Sub-total 2:</b>		31 300,00	31 300,00
<b>GRAND TOTAL (1+2+3)</b>	<b>2 000,00</b>	<b>339 800,00</b>	<b>341 800,00</b>

(Equal to Grand Total Budget forecast-expenses)

#### A. STAFF PLAN

Contractual period: 12 months

A1. Estimated worktime (FTE) per Activity	A1. Administration and Support Staff					STAFF  GRAND TOTAL
	Chairman	Secretary General	Fuction Person 1 - Financial Officer	Fuction Person 2 - Assistant	Total	
Coordination & Administration		0,10	0,00	0,10	0,20	0,20
Transnational networks		0,20	0,00	0,00	0,20	0,20
Mobility		0,20	0,00	0,00	0,20	0,20
Coordination and planning		0,20	0,00	0,00	0,20	0,20
Website		0,00	0,00	0,20	0,20	0,20
Finances		0,00	0,30	0,00	0,30	0,30
Information		0,10	0,00	0,10	0,20	0,20
Other		0,20	0,00	0,00	0,20	0,20
<b>Total</b>		<b>1,00</b>	<b>0,30</b>	<b>0,40</b>	<b>1,70</b>	<b>1,70</b>
Monthly Salary		6 881,88	1 516,82	2 022,43		10 421,12
Convention Period		12,00	12,00	12,00		12,00
<b>Salary and related charges</b>	0,00	82 582,50	18 201,84	24 269,14		125 053,48

A1.2 Other costs	Staff Nbr	Meetings Nbr	Travel	Subsistence	Subtotal	Total
Training						
Other (Meal Vouchers, Commuting)						0,00
Subtotal						0,00
<b>Total Staff costs</b>						<b>125 053,48</b>

#### B. PARTICIPATION IN MEETINGS

B1.1. & B1.2. Travel and subsistence AC members	NUMBER OF PARTICIPANTS	Travel	Subsistence (per diem)		TOTAL TRAVEL COSTS		TOTAL

		Cost per participant		NUMBER OF MEETINGS		TOTAL SUBSISTENCE COSTS	
Combined Meetings of the General Assembly and Excom	41	350,00	192,00	1	14 350,00	7 872,00	22 222,00
Combined Meetings of the Executive Committee + WG	20	350,00	192,00	2	14 000,00	7 680,00	21 680,00
Meetings of the remaining Working Groups	15	350,00	192,00	3	15 750,00	8 640,00	24 390,00
Management team meetings	3	350,00	0,00	2	2 100,00	0,00	2 100,00
Focus group meetings	2	350,00	192,00	10	7 000,00	3 840,00	10 840,00
AC participation in external meetings (representation)	1	350,00	192,00	2	700,00	384,00	1 084,00
<b>TOTAL COST</b>					<b>53 900,00</b>	<b>28 416,00</b>	<b>82 316,00</b>

ELIGIBLE COSTS - STAFF					
B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meetings date/Nbr	Travel	Subsistence	Total
Secretary General		1,00	350,00	192,00	542,00
Assistant		1,00	350,00	192,00	542,00
<b>Subtotal</b>					<b>1 084,00</b>

NON ELIGIBLE (paid by other resources) - STAFF			
B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meeting date/Nbr	Cost
B1.3. Travel costs Staff	Guus Pastoor		1 000,00
B1.4. Subsistence costs-staff	Guus Pastoor		1 000,00
<b>Subtotal</b>			<b>2 000,00</b>

SCIENTIFIC EXPERTS					
B1.5. & B.1.6. Travel and subsistence Experts	Name	Meeting date	Travel	Subsistence	Total
	Expert 1	1,00	350,00	192,00	
	Expert 2	1,00	350,00	192,00	
	Expert 3	1,00	350,00	192,00	

<b>Subtotal</b>			<b>1 050,00</b>	<b>576,00</b>	<b>1 626,00</b>

<b>B1.7. Other meeting costs</b>					
Other (to specify)					
<b>Total other costs</b>					

## C. INFORMATION & PREPARATION OF MEETINGS

### C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		NUMBER OF MEETINGS	TOTAL
	Rooms	Equipment		
Meetings of the General Assembly + ExCom	2 200,00	350,00	1,00	2 550,00
Meetings of the Executive Committee + WG1	2 200,00	350,00	2,00	5 100,00
Meetings of the Working Groups (specify)	2 200,00	350,00	4,00	10 200,00
Focus Groups	2 000,00	350,00	2,00	4 700,00
<b>TOTAL COST</b>	<b>8 600,00</b>	<b>1 400,00</b>	<b>9,00</b>	<b>22 550,00</b>

C1.2 Meetings expenses (lunch, coffee,...)	Nbr	Average cost	Total
Meetings (lunch, coffee breaks)	9,00	1 250,00	11 250,00
<b>TOTAL COST</b>			<b>11 250,00</b>

### C2. Information and Dissemination costs

C2.1.Information	NUMBER OF UNITS	UNIT COST	TOTAL
Publication of a newsletter			0,00
Announcements in media at national, regional and local level (radio stations, TV, newspapers and magazines)			0,00



<b>TOTAL COST</b>			<b>0,00</b>
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<b>C2.2. Dissemination</b>	<b>NUMBER OF UNITS</b>	<b>UNIT COST</b>	<b>TOTAL</b>
Copies / documentation			0,00
Mailing costs / documentation			200,00
Maintenance of website			528,19
<b>TOTAL COST</b>			<b>728,19</b>

#### D. ESTIMATED OPERATING COSTS

<b>D1. Renting of office space</b>				
Number of m2	Monthly rental per m2	Montly rent	Duration of contract period	office rental over the contract period
<b>20</b>	<b>25,41</b>	<b>508,20</b>	<b>12</b>	<b>6 098,40</b>

D2.1. Data processing equipment (hardware)					
TYPE OF EQUIPMENT	NOMINAL VALUE	Duration of contract period (months)	TOTAL		
Portable computers	0,00	0,00	0,00		
Computer	0,00	0,00	0,00		
Printers/copy machine/ fax	0,00	0,00	0,00		
Establishment of internet-connection + firewall	0,00	0,00	0,00		
		Subtotal	0,00		
TYPE OF EQUIPMENT	RENTING OR LEASING COSTS (Monthly)		Utilisation for LdV (distribution key)	Duration of contract period (months)	Cost over the contract period

Computer for Secretary General	25,00		12	300,00
Computer for Function Person 1	25,00		12	300,00
Computer for Function Person 2	25,00		12	300,00
Printer & Copy Machine	21,80		12	261,60
<b>TOTAL COSTS</b>				<b>1 161,60</b>

D2.2. Software				
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (distribution key)	TOTAL	Non eligible
Purchase of Office suite			385,71	
Software B			0,00	
Software C			0,00	
Software maintenance			352,44	0,00
<b>TOTAL COST</b>			<b>738,15</b>	<b>0,00</b>

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (%)	TOTAL
Hardware maintenance	0		360,30
<b>TOTAL COST</b>			<b>360,30</b>

D3. Overheads				
NAME OF EXPENDITURE	Monthly cost	Utilization for project (distribution key)	Duration of contract period (months)	Cost over the contract period
<b>D3.1.</b>				

Office equipment	145,20		12,00	1 742,40
			<b>Subtotal</b>	<b>1 742,40</b>
<b>D3.2.</b>				
Phone / fax/ mobile phone	121,00		12,00	1 452,00
Internet connection	55,66		12,00	667,92
			<b>Subtotal</b>	<b>2 119,92</b>
<b>D3.3.</b>				
Supplies / consumables	121,00		12,00	1 452,00
			<b>Subtotal</b>	<b>1 452,00</b>
<b>D3.4.</b>				
Mail	150,00		12,00	1 800,00
			<b>Subtotal</b>	<b>1 800,00</b>
<b>D3.5.</b>				
Cleaning	66,55		12,00	798,60
Insurance	0,00			0,00
Banking costs	50,00		12,00	600,00
Other (to specify)				0,00
			<b>Subtotal</b>	<b>1 398,60</b>
<b>TOTAL COST</b>				<b>8 512,92</b>

<b>E. INTERPRETATION and TRANSLATION</b>					
E1. Interpretation	Fees	Nr of staff	Languages	Nr of meetings	Total
E1.1. Interpreters	350,00	6,00	3,00	6,00	37 800,00
E1.2. Travel and subsistence	0,00	0,00		0,00	0,00
E1.3. Technician staff	0,00	0,00		0,00	0,00
E1.4. Equipment	365,00	1,00		6,00	2 190,00
E.1.5. Others (cabin costs)	0,00	0,00		0,00	0,00
				<b>Subtotal</b>	<b>39 990,00</b>
E2 Translation	nr of pages	cost per page	languages	Nr of meetings	Total
	161,00	50,00		2,00	16 100,00
				<b>Subtotal</b>	<b>16 100,00</b>

<b>TOTAL COSTS</b>		<b>56 090,00</b>
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<b>F. OTHER CONTRACTS</b>				
SERVICE	Tasks	Units	Cost per unit	Total
F.1. Rapporteur	Report meetings			
	Travel expenses			
	<b>Sub total F.1.</b>			
F.2.Chair (GA and ExeCom)	Prepare and chair meetings; prepare position papers; prepare press releases			
	Travel expenses			
	<b>Sub total F.2.</b>			<b>0,00</b>
F.3. Chair (Working Groups)	Prepare and chair meetings; produce draft advice			
	Travel expenses			
	<b>Sub total F.3.</b>			<b>0,00</b>
F.4. Audit	External audit	1,00	2 420,00	<b>2 420,00</b>
F.5. Scientific consultants	Scientific consultants	0,00	0,00	<b>0,00</b>
F.6. Other (to specify)	Accountancy services	12,00	302,50	3 630,00
	Secretariat Services			0,00
	<b>Sub total F.3.</b>			<b>3 630,00</b>
<b>TOTAL COSTS</b>				<b>6 050,00</b>

**ANNEX 3**  
**Contracts for implementing the action**

Reasons must be given for contracting out implementation work.

Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest.

The Commission recommends to follow its procurement rules as a means to obtain "best value for money". If Commission rules are not used, then the beneficiary must demonstrate to the Commission how best value for money has been secured. Commission's rules on procurements are as follows:

1. A negotiated procedure with consultation of at least three candidates may be used for contracts with a value of EUR 15.000,01 to 60 000.
2. For contracts with a value of EUR 1 000,01 to 15 000, the procedure referred to in paragraph 1 with consultation of one candidate may be used.
3. Supplies or services of a value less than or equal to EUR 1 000 may be paid against invoicing.

Where the potential value of the contract is more than EUR 60,000, the Commission should be consulted on the procedure to follow.

In establishing the potential value of the contracts (and hence the number of candidates to consult), the AC should consider the estimated volume of all similar supplies or services that the same contractor may be requested to provide before the AC concludes a subsequent procurement procedure for the relevant supplies or services.

The information below must be given for each contract covering a heading or sub heading of the costs of the action or work programme concerned:

(Please complete the table below and add further sheets if necessary)

- Tasks involved:
- Reasons for contracting out implementation work:
- Selection procedure:
- Contractor's official name (if known):
- Percentage of total costs to be outsourced:

**Contracts for implementing the action**

Duration of the contract	Tasks involved:	Reasons for contracting out implementation work:	Selection procedure:	Contractor's official name (if known):	Percentage of total costs to be outsourced:	Comments
12 months	Secretariat Tasks as depicted in the Rules of Procedure and the Statutes of the MAC	The Secretariat is fundamental for the functioning of the AC. During the first year an organisation will perform the role of the Secretariat so as to reduce costs.	A negotiated procedure with consultation of at least three candidates.	EBCD	40.49%	12 months
12 months	Accountancy Services	The Secretariat will need its accounts to be checked up.	A negotiated procedure with consultation of one candidate.	D&D Group	1.06%	12 months
1 service	Audit	An auditor will close the financial year and confirm that the accounts of the MAC have been handled properly.	A negotiated procedure with consultation of one candidate.	To be decided.	0.71%	1 service
12 months	Mail	The Secretariat need email accounts and IT services.	A negotiated procedure with consultation of one candidate.	FoxConcept	0.34%	12 months

## **ANNEX 4**

The data below are to be provided for each external sponsor

### **Commitment for allocation of a contribution**

- Official name in full:
- Official legal form:
- Official address
- Person responsible within the sponsoring organisation that signs the present commitment (name/first name, title or position):  
Name (in Block Capitals): \_\_\_\_\_  
Position in Organisation: \_\_\_\_\_
- Amount of funding which the organisation undertakes to provide for the operation:
- Any pre-allocation of these funds:
- Any conditions or reservations:

.....

Signature and official stamp of the sponsor

Place and date: .....

## **ANNEX 5**

### **CHECK-LIST FOR APPLICANTS**

**Before sending in the form, please check the following:**

- All the sections of the application form have been completed where appropriate.	✓
- Work programme has been annexed	✓
- The estimated budget has costs and revenue in balance and contains a detailed statement of all estimated eligible and not eligible costs.	✓
- Secondment of staff: the signed Agreement on the proportion of the work of the seconded person.	✓
- Information on contracts for implementing the action has been given.	✓
- Commitments for allocation of a contribution from donors confirming details of the agreed financial arrangements have been annexed.	✓
- Grant application form and declaration by the applicant have been duly dated and signed.	✓