



South East European **Law** School ^{Network}

GUIDELINES FOR APPLICANTS

2nd SEELS CALL FOR PROPOSALS

Deadline for Submission of Project Proposals: 15 November 2018

1. Basic Provisions

1.1. Introduction

It is our distinct pleasure to announce the 2nd SEELS Call for Proposals.

The first call for proposals in 2013, then financially supported by GIZ, resulted in the submission of numerous excellent applications which again lead to even more outstanding projects. Moreover, it is important to note that nearly all applications that could not have been funded by GIZ in the first place, were successfully submitted to other donors at a later stage. This for example was the case with the applications “Reflecting Ethnic Heterogeneity and Tolerance towards National Minorities” and “Improvement of pro bono work of students through legal clinics” which both set the foundations for our latest two DAAD projects.

Having said this, the 2nd SEELS Call for Proposals has similar objectives as its predecessor. It is expected to concretely trigger the collaboration between our member faculties to provide the network with a pool of “fresh” project ideas which will be used for future funding opportunities in the upcoming period. The 2nd SEELS Call for Proposals is fully funded by the generated contributions of the SEELS member faculties.

1.2. About SEELS

The South East European Law School Network (SEELS) is the first academic network of its kind that brings together 12 active distinct Law Schools from the region.

SEELS is established with the aim of improving cooperation between the Law Faculties in the region and thus improving their scientific, teaching and administrative capacities. It is dedicated to increase international competitiveness and high level of performance in the field of legal education, research and publishing particularly with regard to curricula development, inter-institutional cooperation and integrated study programmes at a regional level, through a planned three-pillar-approach (education, research and publishing). In that sense, SEELS supports the strategic development of the Law Faculties and addresses the three identified target groups (student, academic staff and legal professions).

Through the development and introduction of new joint programmes and activities in the area of education, further professional training, research and publishing in the field of law the SEELS members are able to offer attractive and specialized courses and programmes and thereby facilitate regional mobility of scientists, students, researchers and lawyers.

SEELS’ region is one of the most diverse sub-regions on the European continent. As for the future of this region, there is no doubt that all the states within are strongly determined to join the European Union. Therefore, they share tasks, needs and challenges in the process of integration and approximation. One of their crucial tasks is the adoption of the *acquis communautaire* (the legislation of the EU bodies) and the harmonisation of their legal system with the one of the EU. Also, the rule of law also plays a crucial role, as one of the prerequisites of the Copenhagen Criteria.

The aforementioned tasks can be fully fulfilled only with a strong legal education system, wherefore the SEELS was established in 2011. The establishing was supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Open Regional Fund for South East Europe – Legal Reform.

Presently, the following twelve Law Faculties from Albania, Bosnia and Herzegovina, Croatia, Macedonia and Serbia are members of SEELS:

- University of Zagreb, Faculty of Law
- University of Zenica, Faculty of Law
- University of Tirana, Faculty of Law
- University of Belgrade, Faculty of Law
- University of Nis, Faculty of Law
- University of Split, Faculty of Law
- Ss. Cyril and Methodius University in Skopje, Iustinianus Primus Faculty of Law
- University of Sarajevo, Faculty of Law
- University Goce Delchev Shtip, Faculty of Law
- Josip Juraj Strossmayer University of Osijek, Faculty of Law
- University of Rijeka, Faculty of Law
- Džemal Bijedić University of Mostar, Faculty of Law (associate member)

1.3. Objectives and Areas of Intervention

Thematically, the scope of the call embraces all legal disciplines and fields with regional or cross-border dimension within SEELS' three-pillar-approach: Education, Research and Publishing. Hence, the applicants are encouraged to propose all sorts of activities provided the project proposal is in line with the core aims of SEELS:

“SEELS' mission is to institutionalise the necessary and highly demanded regional exchange of legal academic know-how and information in order to improve academic, scientific, research and administrative capacities of its member Faculties. SEELS offers high quality of legal education, research and professional training. It facilitates and increases mobility of students, academics and legal professionals in the region, as well as improves the international visibility of its members. The final aim of SEELS is help improve the legal education in the region, as one of the core prerequisites for the integration of the region within the EU.”

These activities could include:

- Research
- Trainings
- Workshops
- Networking
- Colloquia
- Summer Schools
- Mobility
- Etc.

1.4. Financial Allocation Provided by the Contracting Authority

The overall indicative amount made available under this Call for proposals is EUR 25,000.

1.4.1. Size of Project Budget

The number of the projects to be selected for implementation will depend on the budgets proposed within the project proposals. Project proposals which cannot be funded in the framework of the present call for proposals will be considered with priority in future fundraising activities of SEELS.

The project budget will cover 100% of the total eligible costs of the action. However, it is expected that the involved consortium members contribute non-financially to the activities in a reasonable manner such as for example by making available conference venues or by providing logistical/organisational support.

2. Rules for the Call for Proposals

2.1. Eligibility of Applicants

The call for Proposals is exclusively devoted to the SEELS Member Faculties. As a result, only SEELS member faculties can apply. Applications of individual staff members of SEELS member faculties are generally excluded.

The applicants are expected to form project partnerships. A Project partnership is consisted of the lead-applicant and minimum two project partners. Partnership parties must come from at least two different countries which are: Croatia, Bosnia & Herzegovina, Albania, Serbia and Macedonia

Higher rating will be given to applications with a larger number of project partners.

2.1.1. The Lead-Applicant

The lead applicant which by definition needs to be a SEELS member faculty is directly responsible for the preparation and management of the project and the relevant actions together with the project partners. The lead applicant is the primary contact of the Centre for SEELS in all aspects related to the project.

2.1.2. The Project Partners

The project partners who also need to be SEELS Member faculties participate in designing and implementing the project and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Besides the minimum constellation of three SEELS member faculties from at least two countries per project consortium, additional external partners can join the consortia, noting that their involvement in no way can be covered from the project budget.

External consortium members can be i. e.:

- Universities, faculties and research centres
- Government institutions (ministries, municipalities, judicial academies)
- Business associations (bar chambers)
- NGOs
- International Organisations

- Etc.

2.1.3. Number of Proposals per Applicant

There is no limitation to the number of proposals that a SEELS Member faculties can submit as lead applicant. Similarly, there is no limitation to the number of consortia a SEELS Member faculty can join as project partner.

2.2. Duration and Start of Project

The duration of a project may not exceed 24 months. The project is envisaged to start on 1 January 2019.

2.3. Location

The project activities should take place in Croatia, Bosnia & Herzegovina, Albania, Serbia and Macedonia. In certain circumstances activities for example that promote SEELS and its members in other parts of Europe will be also taken into consideration.

2.4. Visibility

The visibility of SEELS is essential during the whole period of the project implementation. On that purpose, the winning applicant should adhere to this during the entire contractual period, by placing information on the project in combination with the SEELS logo and a direct link to the Network's web page on their organizations' web sites. The winning applicants are strongly encouraged to promote SEELS on their social networking sites too. The Fund reserves the right to make use of the project results for its promotion.

2.5. Eligibility of Costs

Only eligible costs can be covered by the project budget. The categories of costs that are eligible and non-eligible are indicated below.

2.5.1. Eligible Costs

SEELS covers 100% of the total project costs, although certain non-monitory contributions are expected (See 1.4.1.)

A well-planned budget shall be simple and realistic. The budget should include approximations of the project's future expenditures in EUR (€) based on average prices in the region. Applicants are recommended to use the average exchange rates available at the given national bank at the time of preparing the application form.

When planning the budget, it is important to adhere to the following list of eligible cost categories, i.e., costs that can be covered by the Fund:

- Printing and publishing/Delivery of printed/published materials
- Rent of premises and related technical services
- Fees for artists/Copyrights
- Fees for experts
- Accommodation and board

- Transportation costs
- Translations and interpreting costs
- Awards and prizes
- Office supplies/Consumption material/Entrance fees
- Public relations costs, advertising and promotion material
- Overhead costs—max. 10% of the overall project budget (e.g. project coordination, accountancy, one’s own work on the project or other running expenses)

2.5.2. Ineligible Costs

The following costs cannot be covered (with the exception of 10% overhead costs):

- Tangible and intangible assets
- Applicant’s own indirect costs (e.g. utilities, telephone bills)
- Internal costs (rent of one’s own premises, one’s own work)
- Salaries or financial remuneration of employees (or any expenses related employment based on the labour code, including allowances and part-time work, per-diems, etc.)

2.6. Deadline for the Submission of the Application

The deadline for submission of project proposals: 15 November 2018

2.7. Evaluation and Selection of Applications

Applications will be examined and evaluated by the SEELS Management Board which will also make the formal approval of the project(s) to be granted.

All applications will be assessed according to the steps and criteria enclosed in the Section 2.7.1. and 2.7.2.

2.7.1. Administrative and Eligibility Check

During the administrative and eligibility check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the project proposal satisfies the eligibility criteria specified in the Chapter 2.1 of this Guidelines. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

2.7.2. Evaluation Grid

The project applications that pass the administrative and eligibility check will be evaluated on the relevance and design of the proposed action. The project applications will receive an overall score out of 100 in line with the evaluation grid below.

Technical criteria

(Please note that the technical criteria will not impact your points scale. However, failure to meet any of the criteria may disqualify your project.)

1. The lead applicant and at least two partner organizations are SEELS Member Faculties (the involvement of more SEELS member faculties will be considered an asset);

	<ol style="list-style-type: none"> 2. The applicants are based at least in two countries where SEELS member faculties are situated; 3. The proposed budget is in line with the overhead ceiling (up to 10% of the budget) and the foreseen costs are in line with the SEELS' eligibility of costs (see section 2.5.1.)
<p>Relevance of the project partnership: (up to 25 points)</p>	<ol style="list-style-type: none"> 1. The roles of the partnership parties are clear and in line with the objectives of the project proposal. 2. The project action is jointly prepared and implemented. 3. The importance of the cross-country approach to the topic addressed is clearly demonstrated; the results cannot (or only to some extent) be achieved without cooperation.
<p>Relevance of the project: (up to 25 points)</p>	<ol style="list-style-type: none"> 1. The main objective is in line with the SEELS's call for proposal 2. The problem has been defined in a clear and comprehensive manner 3. There is a reasonable link between the situation analysis, objective of the call and proposed set of action 4. The solution is realistic and achievable 5. The project has substantial regional relevance
<p>Methodology: (up to 10 points)</p>	<ol style="list-style-type: none"> 1. The proposed budget is reasonable and provides a detailed breakdown of the costs associated with the project 2. The activities and the related resources are necessary and sufficient to achieve the projected results 3. The expected results are consistent with the objectives of the project 4. The outputs and deliverables are clearly described and relatable to each of the project activity 5. The outputs and deliverables are easily measurable (quantitatively and/or qualitatively) 6. Target groups are identified within each of the project activity (where applicable) 7. The potential risks that could endanger the achievement of the project results have been identified and the applicant has proposed a strategy to mitigate these risks
<p>Project Management Capacity: (up to 20 points)</p>	<ol style="list-style-type: none"> 1. The applicants have demonstrated to have the capacity to manage the project in a responsible and efficient manner.
<p>Sustainability, multiplication and visibility (20 points)</p>	<ol style="list-style-type: none"> 1. The extent to which the proposed plan for dissemination of the project results and achievements is clear, comprehensive and meaningful 2. The sustainability of the project is addressed comprehensively in the proposal

2.7.3. Where and How to Send the Applications

Lead applicants are invited to submit a full application, in English language, by using the attached application template.

The proposal must be submitted online to the following email:

centre@seelawschool.org

Upon submission of the full application online, the lead applicants will receive a confirmation of receipt. Unless the confirmation of the receipt is not received within 7 days after the deadline please contact the Team of the Centre for SEELS.

2.8. Notification on the Outcome of the Selection Process

The lead applicants will be informed in writing of the SEELS' decision concerning their application. This letter will be sent by e-mail.

2.9. Indicative Timetable

Activity	Date
Deadline for submission of project proposals	15 November 2018
Information to lead applicants on the evaluation of the full applications	10 December 2018
Signing of Contract	18 December 2018
Start of Project Implementation	1 January 2019



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