



EUROPEAN COMMISSION
EUROSTAT

Directorate G: Business and trade statistics

EUROSTAT Call for proposals

**ESTAT-2019-PA6-G-Intrastat / Redesigned and
modernised Intrastat system implementation**





EUROPEAN COMMISSION
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Directorate G – Business and trade statistics
Unit G5 – Trade in goods

EUROSTAT GRANTS 2019

ESTAT-2019-PA6-G-Intrastat/Redesigned and modernised Intrastat system implementation

ESTAT-2019-PA6-G-Intrastat/B4468-2019-Intrastat

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1. Background

This is an EU call for grants in the area of Intrastat (PA6- Business), for projects to be funded under the European Statistical Work Programme for 2019.

Intrastat is a data collection system for compiling international trade in goods statistics (ITGS) between the European Union Member States. It was established in 1993 - the advent of the Single Market – to offset the loss of customs data as the ITGS data source. However, since its introduction, Intrastat has been perceived as a particularly burdensome data collection.

In November 2011, the Council called upon the European Statistical System (ESS) to take effective measures to reach the global objective of ensuring a substantial reduction of the response burden by redeveloping Intrastat, while maintaining at the same time a sound level of quality. Consequently, ESS.VIP projects SIMSTAT and REDESIGN were carried out between 2012 and 2016 to assess different options to achieve this goal.

At their 29th meeting in May 2016, the ESSC reviewed the outcomes of the two ESS.VIP projects and on that basis agreed on the main elements needed to modernise the production of intra-EU trade in goods statistics. This strategic agreement paves the way for a more innovative, flexible and less burdensome compilation of intra-EU trade in goods statistics, while maintaining the high quality of the data.

To this end, the ESSC agreed on the following five key elements of the targeted modernised system of intra-EU trade in goods statistics: a) harmonised statistical output, b) multiple data sources, c) exchange of micro-data on intra-EU exports, d) innovative and flexible compilation methodologies, and e) modernisation through evaluation. The ESSC mandated the technical experts to incorporate these key elements, in accordance with the "ESS core principles for the exchange of confidential data on businesses for statistical purposes".

The overall aim of the Intrastat Modernisation project is to deploy and implement the orientation given by the ESSC on the modernisation of intra-EU trade in goods statistics while the legal aspects of the future Intrastat system, together with the corresponding provisions on the extra-EU trade, are incorporated in the upcoming Framework Regulation Integrating Business Statistics (FRIBS).

The present grant supports actions to implement the principles and requirements of the modernised intra-EU trade in goods statistics. The grant is divided into the following areas of work

- Area 1: Micro-data exchange
- Area 2: Data collection
- Area 3: Compilation of intra-EU trade in goods statistics
- Area 4: Asymmetries

Each applicant should submit only one grant application. It is possible to submit an application for one or several work areas.

For each application:

- **one budget has to be provided but the items for each work area have to be shown separately within that budget.**

- **only one timetable has to be provided but the items for each work area have to be shown separately within that timetable,**
- **a separate work description for each work area has to be provided.**

Work area 1: Micro-data exchange

The compulsory exchange of micro-data on intra-EU exports in goods constitutes the main novelty of the future intra-EU trade in goods statistics and consequently, a new requirement for the NSAs. During the first two years of the Intrastat modernisation project (2017-2018), preparation for the implementation of this requirement was one of the prioritised tasks. This work, covering both the IT-related and statistical aspects of the future micro-data exchange, was mandated to ITGS MDE TF and ESS.VIP IT TF (TFs).

As regards the statistical aspects, the outstanding issues have been thoroughly discussed by the TFs. The MDE DSD (data elements and file format, including technical information) and associated validation and processing rules were prepared for the pre-production phase while the contents and structures of metadata sets will be further discussed by the TFs in 2019. The MDE process will be comprehensively documented in the MDE Handbook, which is under preparation.

As regards the IT-related aspects, the MDE IT system is adapted according to these specifications. From an IT point of view, the MDE IT system consists of two layers:

- Centralised layer: the MDE IT system is composed of the MDE hub, which is the central reception and dispatch point for micro-data and metadata exchanges between Member States, and the MDE portal, which provides different monitoring and quality reports. The MDE IT system is hosted and managed by Eurostat.
- National layer: national information systems to prepare, validate and submit their own micro-data and metadata on intra-EU exports, in line with the commonly agreed specifications (MDE and metadata DSD, validation rules), and to receive, process and store the micro-data and metadata received from other Member States through the MDE hub.

To pave the way for a coordinated implementation of the MDE IT system, a three-phase approach to develop and test the MDE IT system was agreed. The first phase – technical testing – aims at preparing the IT infrastructure of each organisation for the MDE. At this phase only the participation of that NSA and Eurostat is needed.

The objective of the second phase - pre-production - is to start the actual exchange of micro-data and gradually extend it to all participating NSAs. This serves for ensuring the readiness of the MDE IT system for the FRIBS requirements. From the pre-production phase onwards, the exchange of data is a common exercise, and no longer an individual effort: the data sent by each NSA will be received by all its certified partners. This phase will be conducted as closely as possible to real-time monthly production and is planned to start in the latter half of 2019, once there are sufficient number of NSAs who are technically ready for such an exercise and have been certified under the ESS IT security framework. A multilateral agreement to facilitate the micro-data exchange during the pre-production is under preparation.

The pre-production will be carried out until FRIBS becomes applicable, which marks the start of the third phase: production. From that moment onwards, the micro-data exchange will be mandatory as specified in FRIBS.

Finally, it should be noted that although the pre-production phase will be conducted as closely as possible to real-time monthly production, some of its features cannot be fully implemented during the pre-production phase. The most important one is that the new data elements to be exchanged are not available in all Member States before FRIBS becomes applicable. Therefore, the MDE specifications for the production phase (MDE and metadata DSD, validation rules) will be aligned with the final FRIBS version.

Work area 2: Data collection

Currently, the legislation on intra-EU trade in goods statistics sets the rules of the Intrastat data collection, including the information to be collected from data providers and simplifications to the data collection. The implementation of the Intrastat data collection is then under the responsibility of the NSAs who organise independently how Intrastat data are to be supplied by the data providers. In practice, different types of electronic data collection tools are applied.

In May 2016, the ESSC concluded on the information to be exchanged that *"the maximum value added of the exchange of micro-data on intra-EU exports can only be achieved if the partner ID number is included in the exchanged data"*. Similarly, the usefulness of the country of origin variable was recognised. These data elements are however not yet collected in most Member States.

The draft FRIBS legal acts include both partner ID number and country of origin in the list of data elements to be exchanged. Thus, NSAs are expected to implement the necessary modifications to their data collection systems

Furthermore, FRIBS creates an opportunity to implement other changes to data collection tools or practices which could simplify or facilitate the Intrastat reporting, for instance stopping the collection of a data element which is no longer needed or could be derived or estimated by using other data sources. This would lead to an improved flow of information from the data providers to the NSAs and consequently to a reduction of both actual and perceived burden.

Finally, any changes to the data collection will impact the data providers. These changes, together with other aspects related to the implementation of the modernised Intrastat, should be communicated carefully. In particular, the data providers should be informed and instructed on the new reporting requirements.

Work area 3: Compilation of intra-EU trade in goods statistics

The main objective of the modernised Intrastat system is to ensure a substantial reduction of the response burden, while at the same time maintaining a sound level of quality and responding to changing user needs. New innovative compilation approaches play a key role in meeting this target.

As stated by the ESSC in May 2016, *"the availability of multiple sources gives Member States a high degree of flexibility and allows the introduction of innovative methodologies for compiling the required statistical output"*. Thus, besides the micro-data exchange, the other main novelty of the future intra-EU trade in goods statistics is the introduction of innovative compilation methods.

The way in which statistics are compiled will be subject to subsidiarity. As the use of exchanged data will be voluntary, each NSA will therefore have a high degree of flexibility to benefit from the new data source.

In principle, NSAs may produce the required statistics using multiple data sources, balancing the burden on respondents and the cost effectiveness of NSAs, subject to fulfilment of prescribed minimum quality requirements. This will allow Member States to develop and implement new compilation methods re-using the exchanged micro-

data as well as other innovative methods e.g. based on sampling and modelling techniques.

New compilation methods can be implemented in the real production when FRIBS enters into force and becomes applicable. Before that, preparatory steps to design and plan future compilation methods could be carried out.

Work area 4: Asymmetries

The disseminated intra-EU trade in goods statistics, especially at the detailed level, often show discrepancies between the exports and the corresponding mirror imports statistics. Typical reasons for the asymmetries are well known but often turned out to be difficult to reconcile as it was not possible to compare data at the micro-data level.

Recently, a number of EU-wide reconciliation rounds have been organised. In addition, several Member States have carried out bilateral asymmetry studies. Next, in order to prepare for the MDE and the use of exchanged data under FRIBS, the efforts to reduce asymmetries should be intensified. The better the exports and mirroring imports data match each other, the easier it would be for the receiving Member State to efficiently re-use the exchanged data. This would obviously improve not only the quality of ITGS but also other statistics such as BoP.

2. Objectives — Priorities — Activities that can be funded — Expected results

Objectives

The general objective of this call for proposal is to support National Statistical Authorities (NSAs) compiling statistics on intra-EU trade in goods to carry out tasks related to the implementation of the modernised Intrastat. More specific objectives for each work area are outlined below.

Work area 1: Micro-data exchange

This work area aims at supporting the NSAs to implement a national MDE information system for the micro-data exchange on intra-EU exports of goods. It aims at ensuring the readiness of the NSAs to meet the FRIBS requirements as regards the micro-data and metadata submission. The readiness will be ensured by testing the micro-data exchange in a production-like exercise (pre-production) before the legal obligation.

In their proposal, applicants should specify:

- the current national starting point for the MDE information system preparations;
- the areas in which further work is needed to prepare the MDE information system capable of complying with the legal, statistical, technical and security requirements and specifications;
- the plans to implement and test the functioning of the MDE information system.

Work area 2: Data collection

This work area aims at supporting the NSAs to implement changes to the data collection, to be aligned with FRIBS.

In the proposal, one or several of the following points should be addressed:

- modifications to the primary data collection tools at the national level to implement the data collection of data elements partner ID number and country of origin from the exporters;
- improvements to primary data collection and reporting tools (interfaces, formats, functionality, validation, automation, assistance, etc...);
- other changes to the list of data elements to be collected from the data reporters, in compliance with FRIBS;
- communication and instructions to Intrastat data reporters on the new reporting requirements.

Work area 3: Compilation of intra-EU trade in goods statistics

This work area aims at supporting the NSAs to implement new compilation methods for the intra-EU trade in goods statistics, in line with the ESSC orientation and the FRIBS requirements.

In their proposal, the applicants should specify:

- The current national starting point for the concerned compilation area;
- The expected outcomes or implications from the compilation method to be developed (quality, administrative burden, costs, etc.);
- Data sources planned to be used;
- Methods planned to be assessed or used;
- Targeted implementation of the new method to be developed.

Work area 4: Asymmetries

This work area aims at taking actions to reduce asymmetries in intra-EU trade in goods statistics.

In their proposal, the applicants should specify:

- a plan to investigate and reduce asymmetries before FRIBS becomes applicable;
- areas for which reconciliation of asymmetries is prioritised;
- if feasible, the partner Member State(s) with whom asymmetries are investigated as a bilateral or multilateral reconciliation exercise.

Expected results

Work area 1: Micro-data exchange

The grant action is expected to have the following result:

A national MDE information system ready for the compulsory micro-data exchange which:

- is capable to
 - prepare, validate and submit micro-data and metadata on intra-EU exports to the MDE Hub;

- receive from the MDE Hub micro-data and metadata sent by the other Member States.
- complies with:
 - legal requirements as defined in FRIBS, in terms of data and metadata submission to deadlines, statistical information to be exchanged and statistical data elements;
 - statistical and technical specifications, in terms of the micro-data and metadata file format and related data validation and processing rules, for the pre-production and production phases, as developed by the ITGS MDE the ESS.VIP IT TFs;
 - security requirements, as defined in the requirements of the ESS IT security framework, to receive, process and store micro-data and metadata received from the other Member States via MDE Hub.

The capability, readiness and compliance of the national MDE information system is tested through technical testing and pre-production phases.

Work area 2: Data collection

The grant action is expected to have the following results (one or several):

- National data collection systems modified to incorporate new data elements;
- Improved primary data collection and reporting tools;
- Other changes to data reporting requirements implemented;
- The data providers informed and instructed on the new reporting requirements.

Work area 3: Compilation of intra-EU trade in goods statistics

The grant action is expected to have the following results:

- New compilation method(s) developed and assessed, in terms of quality and/or administrative burden;
- Work plan to implement the method(s) in the compilation of intra-EU trade in goods statistics under FRIBS.

Work area 4: Asymmetries

The grant action is expected to have the following results:

- Reconciliation of asymmetries, including (one or several of the following tangible outcomes):
 - their causes have been solved;
 - corrected data have been made available to users and transmitted to Eurostat;
 - procedures have been put in place to avoid the asymmetries;
 - assessment of the persisting or unreconciled asymmetries for the use of exchanged data in the compilation of the intra-EU imports statistics under FRIBS.
- Proposals on the future work with asymmetries.

3. Time-table & available budget

Time-table

Timing (planned)	
Call publication	28 March 2019
Deadline for applications	25 April 2019 – 17:00 CET
Evaluation	May-June 2019
Information on evaluation result	June-July 2019
Grant agreement signature	October 2019
Indicative starting date	The first day of the month following the date the Agreement enters into force

Budget

The estimated **available call budget** is **EUR 4,000,000 (4.0 million)**.

The maximum co-financing rate for this action is **90%**.

The EU reserves the right not to distribute all the funds available and, depending on the quality of the proposals received, to either decrease, or, in case of available budgetary resources, to increase the total budget for this action.

4. Admissibility conditions

Admissibility

Applications must be sent before the call deadline (*see time-table section 3*).

Applications must be submitted electronically via the Participant Portal Electronic Submission System accessible via provided web link. Paper submissions are no longer possible.

Applications (and annexes & supporting document) must be submitted using the forms provided inside the Electronic Submission System.

Your application must be readable, accessible and printable and contain all the requested information and all required annexes and supporting documents (see *section 10*).

5. Eligibility conditions

Participants

In line with Article 195(1)(d) of the Regulation (EU, Euratom) 2018/1046 and in accordance with Article 5 of Regulation (EC) 223/2009, the applicants (and linked third parties) must be the bodies that are identified in the list referred to in the said Article 5 as **national statistical institutes or other national authorities responsible for the development, production and dissemination of European statistics**.¹

To prove eligibility, all applicants must register in the [Beneficiary Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin.

Linked third parties (i.e. affiliated entities² that participate in the project and receive funding, but do not become beneficiaries) are allowed.

For British applicants: Please note that until the United Kingdom leaves the EU, nothing changes with regard to participation and funding in EU programmes. Please be aware however that the eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to be eligible to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the termination provisions in the grant agreement.

Activities

Eligible activities are the ones set out in section 2 above.

Financial support to third parties (grants or prizes) is not allowed.

6. Award criteria

Admissible and eligible applications will be evaluated and ranked against of the following award criteria:

¹ Further information and a list of all bodies eligible to receive Eurostat grants ("Article 5 list") can be found on the following page of Eurostat's web site: <http://ec.europa.eu/eurostat/web/european-statistical-system/overview>

² See Article 187 of the Financial Regulation.

Criteria	Mark (maximum points)
<i>a) Relevance of application in relation to the objectives of the call and the priorities of the annual work programme</i>	(30 points)
<i>b) Quality of the proposal, on the basis of the following criteria:</i>	(70 points)
Presentation of expected results; Clarity of practical application in terms of how the project's goals and outputs are to be achieved; Expected impact and sustainability of the action	
Time schedule of the action (work plan); Management arrangements	
Level of detail of description of the work; Organisation of methods;	
Technical methodology; Efficiency and effectiveness of approach	
Coherence, relevance and proportionality of the estimated budget in relation with the proposed action	
Maximum total score	100 points

Overall threshold: 60 %

Specific threshold per each of the award criteria: 50%

Applications that pass the specific threshold AND the overall threshold will be considered for funding.

Funding decisions, i.e. co-financing rate, will be made in line with the objectives of the action and within the limits of the available budget.

Other applications will be rejected.

7. Other conditions

Exclusion

Applicants that are subject to an administrative sanction (i.e. exclusion or financial penalty decision)³ or in one of the following situations⁴ are excluded from receiving EU grants and will automatically be rejected:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures under national law (including persons with unlimited liability for the applicant's debts)
- declared in breach of social security or tax obligations by a final judgment or decision (including persons with unlimited liability for the applicant's debts)
- found guilty of grave professional misconduct⁵ by a final judgment or decision (including persons having powers of representation, decision-making or control)

³ See Articles 137 and 136(1) of the Financial Regulation.

⁴ See Articles 137, 136(1) and 141 of the Financial Regulation.

⁵ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to

- convicted of fraud, corruption, involvement in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including persons having powers of representation, decision-making or control)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement or grant decision (including persons having powers of representation, decision-making or control)
- found guilty of irregularities within the meaning of Article 1(2) of Regulation [2988/95](#) (including persons having powers of representation, decision-making or control).

Applicants will also be rejected if it turns out during the grant award procedure that they:

- misrepresented information required as a condition for participating in the grant award procedure or failed to supply that information
- were previously involved in the preparation of grant award documents where this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

 IMPORTANT

- **Coordinator & consortium** — The coordinator represents the consortium towards us. You must have their agreement and mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all partners comply and agree with the call terms & conditions of the call (especially, eligibility, financial and operational capacity (if applicable), no exclusion, etc.). Before signing the grant agreement, each applicant will have to again confirm this by signing a declaration on their honour. Proposals without full support will be rejected.
- **Linked third parties** — Applicants may participate with linked third parties (i.e. affiliated entities⁶) that receive funding. Linked third parties must comply with all conditions set out in this call (just like applicants), but they do not sign the grant agreement and do not count towards the minimum criteria for consortium composition.
- **Registration** — All applicants must register in the [Beneficiary Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower the estimated costs in the detailed budget table, if they are ineligible or excessive.
- **Double funding** — Any given project may receive only one grant from the EU budget. The project must therefore NOT receive any financial support under any **other EU funding** programme (including EU funding managed by authorities in EU Member States or other funding bodies, *e.g. Regional Funds, Agricultural Funds, EIB loans, etc.*). Cost items may NOT be declared twice under different EU actions.
- **Language** — Applications must be drafted in English. .

influence decision-making processes or obtain confidential information from public authorities to gain an advantage.

⁶ See Article 187 of the Financial Regulation.

8. Evaluation & award procedure

This call is subject to the standard submission and evaluation procedure (one-stage submission + one-step evaluation).

Applications will be checked for formal requirements (admissibility and eligibility) and will be evaluated by an evaluation committee against award criteria and then listed in a ranked list.

Unsuccessful applications will be informed about their evaluation result (*see timetable section 3*).

Successful applications will be invited for grant preparation.



IMPORTANT

- **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make several legal checks before grant award: legal entity validation, exclusion check etc.
- Grant preparation will involve a **dialogue** in order to fine-tune technical or financial aspects of the project and may require extra information from your side.

9. Legal & financial set-up of the grants

If your project is selected for funding, you will be asked to sign a grant agreement with us.

This grant agreement will set the framework for your grant and its terms and conditions, in particular provisions on deliverables, reporting and payments.

Starting date & project duration

The project starting date and duration will be fixed in Article 3 of your grant agreement. Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Estimated project duration: 24 months. Applicants can foresee shorter durations, i.e. 12 or 18 months.

Maximum grant amount, reimbursement of eligible costs & funding rate

All grant parameters (maximum grant amount, funding rate, total eligible costs etc.) will be fixed in Article 5 of your grant agreement.

The costs will be reimbursed at the funding rate fixed in the grant agreement.

EU grants may not make a profit. If there is a profit (i.e. surplus of receipts over costs), we will deduct it from your final grant amount. This rule is not applicable for grants below 60 000 EUR.

Cost eligibility rules

For the cost eligibility rules, see Article 6 of the grant agreement and the Guide for applicants.

Special cost eligibility rules for this call:

- Indirect costs will be reimbursed with a flat rate equal to 30% of total eligible staff costs

- Non-deductible VAT is eligible for this action.

Deliverables

Standard deliverables: Progress report can be specified as standard or specific deliverable. In case you would like to reinforce the importance of this report you have to define it as standard deliverable, in this case it will be specifically included in Art 14 of grant agreement.

Please specify in this section **Specific deliverables for the action.**

Examples: Specific deliverables

- Interim progress report(s)⁷: an intermediate report on the degree of progress and difficulties encountered should be supplied at [mid-project, 20 days after ...].

Methodological report: to be submitted at [xxx].

Data delivery: to be submitted at [xxx].

Report(s) on the action: to be submitted at [xxx].

[! not to be confused with final reports (final technical and financial report) which include the request for payment of the balance and give only a short overview of the results and deliverables provided and of the time spent for each task in order to justify the eligible costs declared. These reports must be drawn up using the forms and templates provided in the electronic exchange system (Art 15 of GA).]

Deliverables will be listed in Article 14 and Annex I of your grant agreement.

Standard deliverables for this call: None

Specific deliverables for this call:

- progress report at mid-term;
- methodological report(s) (not to be confused with the final technical and financial report to be submitted with the request for payment) to be delivered at the end of the action. For Member States which apply for grants in more than one work area, separate methodological reports are expected for each work area. The results of the action should be drafted in the methodological report(s) with a view to be shared with other Member States and possibly presented in an ITGS expert meeting (ITGS TF, WG or SG meeting).

All reports and documentation should be provided in English.

All deliverables have to be provided no later than the closing date of the action.

Reporting & payment arrangements

The reporting and payment arrangements will be fixed in Article 15 and 16 of the grant agreement.

At the end of the project, you will be invited to submit a report and we will calculate your final grant amount.

If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

Special provisions

IPR⁸ rules: see Article 19 of the grant agreement

Special conditions for certain project activities: see Article 18a of the grant

⁷ The report serves only as a basis for regular monitoring of the implementation.

⁸ Intellectual and industrial property rights.

agreement.

Promoting the project & visibility of EU funding: see Article 22 of the grant agreement.

Cost rejection, grant reduction, recovery, suspension & termination

Chapter 6 of the grant agreement provides for the measures we may take in case of breach of contract (and other violations of law).

Liability regime for recoveries

The liability regime for recoveries will be set out in Article 28 of your grant agreement either:

- limited joint and several liability with individual ceilings — up to the beneficiaries' maximum grant amounts in Annex 2
- unconditional joint and several liability — up to the maximum grant amount for the action set out in Article 5.1
- individual financial responsibility — each beneficiary only for its debt.

10. How to submit an application?

All applications must be submitted electronically via the Participant Portal Electronic Submission System accessible via provided weblink in the invitation e-mail. Paper submissions are no longer possible.

The **submission process** is explained in the [Participant Portal Online Manual](#) (together with detailed instructions for the IT tool).

Mandatory **annexes & supporting documents** (directly available in the Submission System) for this call:

- Detailed budget
- Unit costs declaration
- CVs of core project team / of the [key] staff member(s) [coordinating the action], illustrating their competence, expertise, leadership quality and authority required by the action task

Contact

For questions on the Participant Portal Submission System, please contact the [IT helpdesk](#).

Contact person for issues related to the action:

Mr Karo Nuortila
Eurostat Unit G.5: Trade in goods
email: karo.nuortila@ec.europa.eu

Contact person for financial issues:

Mrs Izabela Kwapis-Wolsfeld
Eurostat Unit G.1: Coordination and infrastructure development
Email: ESTAT-DIRECTORATE-G-CALL-FOR-PROPOSAL@ec.europa.eu

For general questions on UNIT COSTS, please contact: estat-unit-costs@ec.europa.eu

Please indicate clearly the reference of the call for proposals and topic.

 IMPORTANT

- **Don't wait** until the end.

We strongly advise you to complete your proposal sufficiently in advance of the deadline, to avoid any last minute technical problems. Any problems due to last minute submissions (*e.g. congestion, etc.*) will be at your risk.

- Before submitting a proposal, all applicants must be **registered** in the [Beneficiary Register](#) and obtain a participant identification code (PIC) (one for each applicant).
- By submitting their proposal, all applicants **accept**:
 - the terms and conditions of this call (as described in this call document and the documents it refers to)
 - to use the electronic exchange system in accordance with the [Participant Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- You may be contacted later on if there is a need to **clarify** certain aspects of your **proposal** or for the correction of clerical mistakes.
- The EU is committed to **transparency**. Each year, information about the grants awarded is published on the [Europa website](#). This includes:
 - the beneficiaries' names
 - the beneficiaries' addresses
 - the purpose for which the grant was awarded
 - the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise the rights and freedoms under the Charter of Fundamental Rights of the European Union or harm the beneficiary's commercial interests.

- **Data privacy** — The submission of an application under this call involves the recording and processing of personal data (such as name, address and CV). This data will be processed in accordance with Regulation 2018/1725. Unless indicated otherwise, it will be processed solely for the purpose of evaluating your proposal. Details are available in the [Participant Portal Privacy Statement](#).