

2023

Triangular Cooperation Window

European Union
Latin America
& the Caribbean

2021-2024



Specific rules 2023



**ADELANTE Triangular Cooperation Window
European Union - Latin America and the Caribbean
2021-2024**

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2023**

<http://extranet.adelante2.eu>

Specific rules 2023

In compliance with the provisions of item A.2.a in the 'Guidelines for applicants' of the 'ADELANTE Triangular Cooperation Window European Union - Latin America and the Caribbean 2021 - 2024. Version 2 - March 2022,' these Specific rules are published exclusively for the 'ADELANTE Window 2023'.

Specific rule 2023

1. Budget allocation ADELANTE Window 2023.

The budget allocation for the ADELANTE Window 2023 is **2,000,000 EUR**.

Reference: Guidelines for applicants Version 2 - March 2022: item A.2.b.

Specific rule 2023

2. Priorities of the European Union.

For Triangular Cooperation Initiatives submitted to the ADELANTE Window 2023, priority will be given to:

- **Those aimed at 'lifelong learning, empowering people and companies to contribute to the green and digital transitions, supporting innovation and competitiveness', in line with the 'European Year of Skills'¹.**

Having a workforce with the skills that are in demand contributes to sustainable growth, leads to more innovation and improves companies' competitiveness. The European Year of Skills 2023 will help companies, in particular small and medium enterprises, to address skills shortages in the EU. It will promote a mindset of reskilling and upskilling, helping people to get the right skills for quality jobs.

Reference: Guidelines for applicants Version 2 - March 2022: item A.5.c

Reference: Guidelines for applicants Version 2 - March 2022: Annex 4

¹ European Year of Skills 2023: https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/europe-fit-digital-age/european-year-skills-2023_en

It can be recalled that, as established in item A.5.c:

Alignment with EU priorities and coherence with other development efforts are not mutually exclusive criteria. They are considered elements that add value and enrich the Initiative.

The assessment of each of these criteria shall not be based on a certain item or a certain paragraph of the corresponding form. On the contrary, the assessment of each criterion will take into account all the information provided, including the 'non-mandatory' fields.

Specific rule 2023

3. Minimum and maximum amount of financing.

For Triangular Cooperation Initiatives presented in the ADELANTE Window 2023, a **minimum amount of 100,000 EUR and a maximum of 200,000 EUR of financing is established through the ADELANTE Window.**

Reference: Guidelines for applicants Version 2 - March 2022: Rule 4.1

It can be recalled that, as set out in Paragraphs 1 and 2 of Rule 4:

As stated in the previous point, co-financing or a financial contribution of at least 25% of the total budget of each Initiative is expected, which must be provided by the Partnership member entities.

During the formulation process, the exact amount should be specified, as well as the budget item to which it applies (Rule 5) and the member entity or entities of the Partnership that assume the responsibility for providing, implementing and justifying it.

This financial contribution may be provided in cash, in-kind or a combination of both, depending on the possibilities and capacities of the Partnership member entities. Under no circumstances may it come from international development cooperation projects or programmes financed by the European Union.

In the final version of the implementation form, the actual provision of co-financing must be justified following the guidelines set out in the 'Manual of Procedures'.

Specific rule 2023

4. Minimum and maximum duration of the implementation period.

For Triangular Cooperation Initiatives submitted through the ADELANTE Window 2023, a **minimum duration of 180 days and a maximum duration of 270 days has been established for the implementation period.**

Reference: Guidelines for applicants Version 2 - March 2022: Rule 10.1

It can be recalled that, as set out in Paragraph 2 of Rule 10:

The starting date of the implementation period of each Initiative will be expressly indicated by the Partnership in the final formulation, according to the intervention methodology and action plan of the Initiative itself, and will be confirmed in the 'Note of approval of the final formulation'.

In any case, it will be established within the 60 calendar days following notification of the approval of the final formulation.

Specific rule 2023

5. Time frames for the management cycle of Triangular Cooperation Initiatives.

For Triangular Cooperation Initiatives submitted to the ADELANTE Window 2023, the following time frames have been established for the management cycle.

All references to time periods in the ADELANTE Window are considered in calendar days, understood as any of the 365 days of the year, including weekends and public holidays. The reference time zone is Brussels (UCT/GMT+1).

Phase 0. Registration of individuals.

The person responsible for the Initiative in the coordinating entity (Rule 1.5.a) and a representative from each of the Partnership member entities (Rule 1.5.b) must be registered on the ADELANTE Extranet.

Select the working language of the Initiative (Rule 14).

Phase 1. Pre-formulation.

1. Confirm that the regulatory documents have been read and that the conditions in the ADELANTE Window have been accepted.

2. Complete the **concept note** form and attach the 'formalisation document of the Triangular Cooperation Partnership' (Rule 1), with the possibility to make enquiries through the ADELANTE Extranet.

3. Send the concept note.

4. Receive notification of a request for an interview, request for clarification, non-acceptance or acceptance of the concept note. **A maximum period of 13 days from the submission of the concept note.**

4.bis. In the case of a request for an interview:

Set a date for the interview. **A maximum of 3 days from receipt of the interview request notification.**

Follow the process as agreed at the interview.

4.tris. In the case of a request for clarification of the concept note:

Review the concept note form online based on the notification.

Send the revised concept note. **A maximum period of 5 days from receipt of the notification of the request for clarification.**

Receive notification of non-acceptance or acceptance of the revised concept note. **A maximum period of 5 days from the submission of the revised concept note.**

In the event of non-acceptance of the revised concept note, the process will be terminated.

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In the case of acceptance of the concept note or the revised concept note, the formulation phase will begin.

Phase 2. Formulation.

5. Complete the designated sections of the **draft formulation form**, with the possibility to consult the ADELANTE Team through the ADELANTE Extranet.

6. Submit the draft formulation form. **A maximum period of 15 days from receipt of the notice of acceptance of the concept note or of the revised concept note.**

7. Hold the **first formulation meeting** online with the ADELANTE Team, along with all the meetings required to guarantee the quality of the final formulation (item A.5.e).

8. After the first formulation meeting, receive the notification to complete the newly designated sections for the **final formulation**.

9. Complete the final formulation.

10. Submit the final formulation. **A maximum period of 30 days from receipt of the notification to initiate the final formulation.**

11. Receive notification of non-approval or approval of the final formulation. **A maximum period of 10 days from the submission of the final formulation.**

In the case of non-approval of the final formulation, the process will be terminated.

In the case of approval of the final formulation, receive the 'Final formulation approval note' which sets out the key and binding elements of the Initiative and initiates the implementation phase.

Phase 3. Implementation.

12. Celebrate the **official kick-off meeting of the Initiative online**.

13. Complete the **implementation form** and update it regularly throughout the implementation period of the Initiative, in accordance with the provisions of the 'Manual of Procedures' and the 'Manual for Implementation and Management' (Rule 5.3).

14. Carry out activities jointly with the ADELANTE Team (Rule 11) and hold regular 'quality management meetings' and 'strategic meetings'.

15. Complete the **final version of the implementation form**.

16. Celebrate the **official closing meeting of the Initiative online**.

17. Submit the final version of the implementation form. **A maximum period of 15 days from the end of the final activity.**

18. Receive the notification of approval of the final version of the implementation form, which concludes the implementation of the Initiative.

Phase 4. Ex post.

19. Annually, upon finalising implementation, complete the **ex post follow-up report form**.
20. Send the ex post follow-up report online.
21. Receive feedback on the ex post follow-up report.

Reference: Guidelines for applicants Version 2 - March 2022: item A.5.b

In cases where the deadlines set out in this Specific rule are not met during pre-formulation and formulation, it will be understood that the Partnership renounces the Initiative and the request for co-financing, thus ending the management cycle without being able to resume it at any time or under any circumstances.

Specific rule 2023

6. Grounds for exclusion for the Partnerships.

For the Triangular Cooperation Initiatives submitted to the ADELANTE Window 2023, 'grounds for exclusion from the Partnership' are established, in addition to those provided for in Rule 1.7 of the Guidelines for applicants Version 2 - March 2022, as set out in the text of the rule itself: *In addition to these grounds for exclusion, other grounds for exclusion will be those established by the relevant Specific rules, in particular those related to the performance of the Partnerships as a whole, or of any of their member entities in the framework of previous annual Windows.*

Additional grounds for exclusion:

- **If any of the Partnership member entities has ongoing commitments in the framework of a Triangular Cooperation Initiative co-financed by the ADELANTE Window 2022**, regardless of the function (coordinating entity or partner entity) or role (Beneficiary, First provider or Second provider) that they have fulfilled in the previous Initiative, or that they intend to fulfil in the Initiative to be submitted to the ADELANTE Window 2023.

Reference: Guidelines for applicants Version 2 - March 2022: Rule 1.7

Specific rule 2023

7. Maximum number of days of consultancy.

For Triangular Cooperation Initiatives submitted to the ADELANTE Window 2023, **a maximum of 25 days of consultancy (budget item: professional services - fees of independent professionals not affiliated with the Partnership member entities) is established for each Initiative.**

Consultancies must be duly justified within the work plan of the Initiative and must not replace the knowledge-generation processes of the Partnership.

Reference Guidelines for Applicants Version 2 - March 2022: Rules 5 and 6

Final provision 1.

While the Guidelines for applicants - Version 2 - March 2022 considers the possibility that the Specific rules of a given year may also refer to Rules 1.1. (Type of entities), 1.10. (Number of Initiatives per entity), 2.1. (Priority SDGs), 2.5. (SDGs, targets and indicators) and 8 (Geographical approach), these Specific rules of the ADELANTE Window 2023 do not establish any new elements beyond the original approach of the Guidelines.

Therefore, for all matters not covered in the seven Specific rules contained in this document, the Guidelines for applicants Version 2 - March 2022 apply.

ADELANTE 2

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